

Occupational Outlook & Training Directory



SACRAMENTO and YOLO

COUNTIES

1996 - 1997

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Questions regarding the content or availability of this publication should be directed to the Occupational Research Group at 916-984-9615.

A free computer "pdf" version of this publication can be downloaded from:
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To find out how and where to obtain copies of Occupational Outlook publications for other California counties, please call 916-262-2353.

Welcome to the 1996-1997 *Occupational Outlook & Training Directory for Sacramento and Yolo Counties*. This annual publication is a product of the 1996 California Cooperative Occupational Information System (CCOIS) which is a partnership between state and local agencies to produce local, reliable, useful, and non-duplicative labor market information. The Sacramento-Yolo CCOIS program is coordinated locally by the Yolo County Community Partnership Agency with the support and assistance of the member agencies of the Sacramento Area Occupational Research Group (SAORG). The partner at the state level is the Labor Market Information Division (LMID) of the California Employment Development Department.

We are proud to say that this year's publication is—again—the most comprehensive volume of local occupational outlook information available... anywhere. It includes 166 detailed occupational outlook profiles and a complete directory of schools and training providers offering programs and services to area residents. This year we have added 40 new profiles, plus the training directory has been completely updated and expanded to include training providers in the foothill and Sierra communities east of Sacramento.

Occupational Outlook Profiles

Occupational outlook profiles are two-page summaries of key information (for select occupations) collected from confidential surveys with local employers. Each one includes such information as training and experience requirements, wages and fringe benefits, employment size and growth estimates, and a supply-demand assessment that indicates the outlook for job seekers as well as the degree of difficulty employers have in finding qualified applicants. Anyone using the occupational information should first read the section called Before Using the Occupational Outlook Profiles that begins on page 9. Though it may be tempting to skip the introductory material, that material is designed to reduce the risk of misinterpreting the information and to help users better understand the data's strengths and limitations.

Training Directory

The purpose of the training directory is to provide basic information on certificate and degree programs which prepare persons for entry into one or more specific occupations. This includes programs offered through adult education, apprenticeships, community colleges, private schools and colleges, regional occupational programs (ROP), and universities. There are two primary methods for finding a particular training provider or program in the directory. One is to use the alphabetical listing of schools and training providers included in the Contents section. The other method is to first determine an occupational title and then search through the Occupation-Training Index at the very end of this publication. In using the training directory, remember to contact the schools or training providers directly to verify or update the information before decisions are made.

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Before Using the Occupational Outlook Profiles

Did You Say Most or Many?

There are 166 occupational outlook profiles in this publication. The key terms used throughout the profiles are defined as:

Almost All (>75%) *Most* (51-75%) *Many* (35-50%) *Some* (10-34%) *Few* (<10%)

The key terms serve two purposes: one, they represent survey response ranges which are more reliable than specific numbers or percentages; and two, they serve to avoid giving users the false impression that our survey and projections data is perfectly accurate and representative of all employers. In addition to the key terms, information in the profiles is always listed in descending order of importance or frequency. For example, if it says "most employers provide medical insurance and a paid vacation," this indicates that, within the range of Most (51-75%), a higher percentage of survey respondents provide medical insurance than provide paid vacations.

Up to Date or Out of Date?

The year the data was collected for each occupation can be found at the top of each occupational outlook profile. Despite technological and workplace changes, occupational outlook information is generally current for at least three or four years before the information should be considered suspect or out of date. For some occupations, a five or six year old profile would still be usable as long as new (common) information and trends are considered. On the other hand, a major layoff, relocation or expansion that amounts to ten percent or more of the employment for an occupation would immediately affect the employment projections, including the outlook for job seekers.

OES or Non-OES?

The vast majority of the profiles are based on what we call "OES surveys." (Both OES and Non-OES survey methodology is described later in this section.) A typical OES survey means that each profile is based on contact with forty or more employers and completed in-depth interviews or surveys with at least 15 employer representatives (or less than 15, if the local universe is less than 30). In addition, occupational employment projections developed by LMID (using industry growth forecasts and an occupation-industry matrix) are incorporated into the profiles. In order to get the necessary information from a sufficient number of employers, the surveys are conducted as "confidential," which means that the results are published only in summary form so that none of the surveyed employers can be identified. As a result, occupational outlook information is somewhat limited as a job search tool, but it offers much more reliable information for career and program planning purposes than do job listings and newspaper articles.

But What Does "OES" Stand For?

The profiles in this publication based on "OES surveys" are defined using occupational titles and definitions from the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. Virtually all jobs in the labor market are grouped into about 700 OES classifications for the purposes of developing occupational employment projections. In comparison, the Dictionary of Occupational Titles (DOT) has over 12,000 classifications (although O*Net, the successor to the DOT, will have about 900 classifications based largely on the OES classification system). If you will be cross-referencing the profiles in this publication with the DOT, an Occupational References section is included in the Appendix.

How Do You Choose the Occupations to Study?

The occupations studied were selected based on a variety of criteria, including the needs and interests of local career development and workforce preparation staff. While it is possible to use this publication to determine a list of demand (or targeted) occupations, the complete list of 166 occupational outlook profiles in this publication do not constitute a list of demand or recommended occupations.

What Is: Training, Experience and Other Requirements?

The information in this section includes such information as the education level of "most recent hires," whether employers tend to require prior experience or not, what other occupations may lie ahead in the "career path," and information on hours worked per week. Licensing requirements, if any, are also noted in this section. Two Tips: one, remember that employer experience requirements are often flexible, with many employers willing to substitute training for experience (small employers in particular are often willing to waive requirements if they believe they have the "right" applicant); and two, full-time positions are often filled by promoting from among part-time or temporary employees.

What Is: Wages and Fringe Benefits?

Wage ranges and median wages are provided at three levels of skill and experience: new hires without prior experience, new hires with prior experience, and after three years. In many cases, extreme high and low values have been excluded to allow for a more useful range estimate. Occasionally, the wages for inexperienced new hires may appear to be slightly higher than those for experienced new hires. This usually occurs when one or two large employers (who pay at the high end) report a wage for inexperienced applicants only. As a result, the wage information on experienced new hires may be somewhat under-represented. Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another and are not intended to represent official prevailing wages. Fringe benefit information indicates the extent in which employers provide medical insurance and other

fringe benefits to their regular full-time employees (and part-time employees, if significant). Three Tips: one, benefits are often not available to part-time or temporary employees; two, employers often have waiting or probationary periods before medical insurance goes into effect; and three, the employee's cost and coverage of medical insurance varies considerably from employer to employer.

What Is: Getting the Training?

Indicates whether certificate training programs are available for the occupation and, if so, the typical length of the training period.

What Is: Getting the Job?

Describes the major employing industries for the occupation, the extent to which employers are union (if significant), and the methods most often used by employers to recruit applicants or to fill job openings.

What Is: Employment Information?

The information in this section includes:

Occupation Size: Four terms are used to describe the relative size of each occupation based on estimates of the number of workers (wage and salary employment):

Small = <1,011 *Medium* = 1,011-1,732 *Large* = 1,733-3,755 *Very Large* = >3,755

A more specific estimate of the number of employees working in the occupation in Sacramento and Yolo Counties is provided in the form of a numerical range. The approximate percentage of female employment in the occupation (based on the most recent Census) is also included. Unless otherwise noted (e.g. a Non-OES survey), the size estimate is based on projections.

Annual Turnover: Includes an estimate of the annual turnover due to worker replacement needs and promotions based on surveys with local employers.

Although high turnover does not necessarily indicate a good outlook for job seekers, it does suggest a greater degree of hiring activity than an occupation with low turnover. However, occupations with high turnover are often those that don't provide long-term or satisfying employment.

Projected Growth: Includes the projected number of annual job openings due to a net increase in occupation size. Also included is a term representing the estimated growth rate for each occupation relative to the 2.5 percent annual average rate of growth for all occupations in Sacramento and Yolo Counties. The terms are defined as follows:

Much faster than average = 1.5 times the average or more

Faster than average = 1.10 to 1.49 times the average

Average = .90 to 1.09 times the average

Slower than average = .01 to .89 times the average

Unless otherwise noted (e.g. a Non-OES survey), the growth estimate is based on projections.

Projected Separations: Includes the projected number of annual job openings due to labor force separations (workers retiring or leaving the occupation). Unless otherwise noted (e.g. a Non-OES survey), the separations estimate is based on projections.

Supply-Demand: Indicates the degree of difficulty employers have finding qualified applicants. Four terms are used to describe the employers' responses to the question(s) on how difficult it is to find qualified applicants. The average for all survey responses (weighted by the number of employees) will indicate that employers generally have either:

No Difficulty *Little Difficulty* *Some Difficulty* *Considerable Difficulty*

These four categories, in turn, indicate the relative "outlook" for qualified job seekers:

Very Competitive *Somewhat Competitive* *Good* *Very Good*

Please note that these are supply-demand terms and do not take into account potential wages or other employment opportunity indicators such as occupational size, growth, and separations. Tip: a "Somewhat Competitive Outlook" for job seekers is not necessarily a bad thing, especially if the applicant is well-trained with the needed skills and well-prepared for the job search process; however, a "Very Competitive Outlook" may indicate a significant oversupply of qualified job seekers.

What Is: Very Important Qualifications for Job Entry?

Indicates some of the most important qualifications for job entry, including basic skills, physical abilities, and other qualifications. Employers are surveyed as to the relative importance of about 25 qualifications. Those that rank in the top third of a three-point scale are presented as "very important."

What Is: Nationwide Job Outlook?

An analysis of current and projected trends that affect the job outlook from a nationwide perspective. This material is taken from the U.S. Department of Labor's Occupational Outlook Handbook. Tip: trends that may be true at a statewide or nationwide level may or may not be true at the local level because of local economic characteristics and conditions.

CCOIS Survey/Research Methods Summary

Annual Program Cycle

1. Occupations are selected for study using a variety of criteria and input;
2. Stratified survey samples are developed and refined;
3. Employer survey questionnaires are prepared for each occupation;
4. Extensive surveys and phone interviews are conducted with local employers;
5. Data is reviewed, clarified, and keyed into a CCOIS database;
6. Data is analyzed and summarized; and
7. Occupational Outlook publications are produced and distributed.

Occupation Selection and Definition

There is a variety of criteria used to help select the survey occupations. However, the primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. As a result, CCOIS occupational studies tend to focus on larger or commonly known occupations, rather than on smaller or highly specialized occupations. The following criteria is used by the local CCOIS agency to help prioritize possible survey occupations:

1. The occupation should be adequately defined by the OES classification system;
2. The occupation should have a substantial employment base;
3. There should be a substantial number of projected job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation should require at least some postsecondary education or training;
6. The occupation should be of interest to local program planners or training providers; and
7. The occupations should vary enough so that certain employers won't be overburdened with survey requests.

Non-OES Surveys

In some cases, potential survey occupations lack an adequate OES classification. If there is substantial user interest in the occupation, the local CCOIS agency may conduct what is usually called a "Non-OES survey." Unless otherwise noted (e.g. a roundtable or focus group study), non-OES surveys are conducted using the standard CCOIS survey methods with three exceptions:

1. Occupational definitions are not usually OES-based or standardized;
2. Survey response goals are usually a bit more relaxed; and
3. Size and growth estimates are usually not as accurate as with OES-surveys.

Occasionally, a non-OES survey may include a special study of an industry, a career cluster, self-employment, or a new or emerging occupation.

Survey Sample Design

After the survey occupations are selected, a survey sample of local employers is developed for each occupation. Since local CCOIS agencies don't generally survey the "universe" for any occupation, a considerable amount of time is invested to ensure that the survey samples are representative. For each occupation studied, a survey sample of about 40 employers is designed to include all major employing industries (for the survey occupation). In addition, the number of employees for each employer is considered to ensure that the sample represents the employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than the smaller employers. But, for other occupations, smaller employers may be more appropriate. Initially, the survey samples are designed by LMID staff, using detailed databases on employers and occupational staffing within industries. The draft sample of employers for each of the survey occupations is then carefully reviewed by local CCOIS staff. Employers are added and deleted, as appropriate, to obtain a sample of about 40 employers per occupation (or as many as can be found, if the local universe of employers is thought to be less than 40).

Questionnaire Development

A two-page employer survey questionnaire with twenty standardized questions is prepared for each survey occupation (see Sample Questionnaire in the Appendix). In addition, a third page may be developed in order to ask additional questions which usually include a set of skills and qualifications questions.

Employer Survey Procedures

Employer representatives are identified and contacted by the local CCOIS staff by telephone and are asked to participate, either by phone, fax, or mail survey. The appropriate survey respondent is generally a person responsible for the hiring of personnel in the survey occupation. All completed and/or returned questionnaires are reviewed and checked for consistency and completeness. Unclear or inconsistent responses are clarified through follow-up phone calls to the survey respondent. Completed questionnaires are then prepared for data entry. In a standard size employer sample of 40 potential respondents, the goal is to collect at least 15 completed questionnaires. The smaller the sample size, the greater the response rate required. The survey must also meet or exceed industry and employment response goals to ensure that the data is adequately representative.

Data Entry, Tabulation, and Summary

Survey responses are entered into a CCOIS database, data tabulations are prepared, and the data is analyzed by local CCOIS staff and reviewed and edited by LMID analysts. Following the review and editing process, an Occupational Outlook publication is printed and distributed to key user organizations.

Occupational Outlook Profiles

Accountants & Auditors

Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data (OES 211140).

Training, Experience and Other Requirements

Almost all recent hires have completed four years of college. Most employers report that they always require prior experience. Many, however, report that they are willing to accept training as a substitute for experience. Becoming a Certified Public Accountant (CPA) may enhance one's employment opportunities. Promotions for Accountants and Auditors may lead to management positions or to partnership in the firm. Almost all jobs are 40 hours per week. Willingness to work overtime, weekends, nights, part-time, on-call, and temporary is important for job entry. Willingness to participate in drug testing may also be important. Almost all employers report that computer word processing and spreadsheet skills are important. Many employers also report that computer database skills and/or knowledge of accounting software is important.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$8.50 to \$28.75/hr	Median: \$11.99/hr
Exp'd/After 3 Years:	\$11.00 to \$38.50/hr	Median: \$14.69/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan, vision insurance, and life insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in business and/or accounting. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Accountants and Auditors in Sacramento and Yolo Counties are employed in a wide variety of industries, with about half employed by government agencies. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 5,965 to 7,290 Accountants & Auditors currently employed in Sacramento and Yolo Counties. About 56 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 160-195 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 85-100 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; verbal communication skills; English grammar and spelling skills; writing skills; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; record keeping skills; ability to work under pressure; ability to handle crisis situations; ability to plan and organize the work of others; supervisory skills; multi-cultural familiarity.

Nationwide Job Outlook

Employment of accountants and auditors is expected to grow faster than the average for all occupations through the year 2005. Qualified accountants and auditors should have good job opportunities. Although the profession is characterized by a relatively low rate of turnover, the occupation is so large that many openings also will arise as accountants and auditors retire, die, or move into other occupations. As the economy grows, the number of business establishments increases, requiring more accountants and auditors to set up their books, prepare their taxes, and provide management advice. As these businesses grow, the volume and complexity of information developed by accountants and auditors on costs, expenditures, and taxes will increase as well. More complex requirements for accountants and auditors also arise from changes in legislation related to taxes, financial reporting standards, business investments, mergers, and other financial matters. CPA's should have the widest range of opportunities.

Aircraft Mechanics

Also known as Aviation Mechanics, A & P Mechanics, and Aircraft Technicians

Description

Aircraft Mechanics repair and maintain the operating condition of aircraft assemblies, such as hydraulic and pneumatic systems, landing gear, propeller assemblies, fuel tanks, and airframe assemblies. They inspect, test, modify, and install equipment according to specifications, using tools such as power shears, welding equipment, rivet guns, and air or electric drills. Includes Helicopter Repairers (OES 853230).

Training, Experience and Other Requirements

Almost all recent hires have completed two years of college or vocational training. Most employers require 16 to 24 months of prior experience and A&P (Airframe and Powerplant) certification. A few jobs are filled by promoting from apprentice positions. Promotions for Aviation Mechanics may lead to supervisory positions. Most jobs are 40 hours per week. Employers report that computer/electronics skills and a willingness to participate in drug testing are important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$9.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$10.00 to \$17.00/hr	Median: \$12.80/hr
Exp'd/After 3 Years:	\$13.00 to \$19.00/hr	Median: \$16.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, life insurance, dental insurance, and a retirement plan. Some provide vision insurance and child care.

Getting the Training

Certificate and degree programs take about two years to complete and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Aviation Mechanics in Sacramento and Yolo Counties are employed by airline companies or for air freight/cargo services. However, for the most part, the larger airlines do not employ mechanics locally. Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Employment Information

Occupation Size: Small. There are approximately 435 to 535 Aviation Mechanics currently employed in Sacramento and Yolo Counties. About 5 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Unpredictable due to the situation at McClellan AFB.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have considerable difficulty finding qualified applicants with prior experience. This indicates a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; verbal communication skills; English grammar and spelling skills; ability to perform basic mathematical calculations; ability to work independently; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs; ability to lift at least 50 lbs; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; problem solving skills; organizational and time management skills; ability to handle crisis situations; record keeping skills; ability to work under pressure; trained in CPR and first aid techniques.

Nationwide Job Outlook

Because aircraft mechanics' skills are transferable to other occupations, most job openings for aircraft mechanics through the year 2005 will stem from replacement needs as some mechanics leave for other work that requires a background in electronics. Employment of aircraft mechanics is expected to increase slower than the average for all occupations through the year 2005. A growing population and rising incomes are expected to stimulate the demand for airline transportation, and the number of aircraft is expected to grow. However, employment growth will be restricted somewhat by increases in productivity resulting from greater use of automated inventory control and modular systems that speed repairs and parts replacement. Job opportunities are likely to be best in general aviation. Because wages in small companies tend to be relatively low, there are fewer applicants for these jobs than for airline jobs. Also, some jobs will become available as experienced mechanics leave the occupation.

Animal Health Technicians

Also known as Technicians and Veterinary Technicians

Non-OES Occupational Outlook Survey

Description

Animal Health Technicians assist veterinary staff to diagnose and treat animals for injury and illness, applying knowledge of veterinary medical assisting procedures and techniques and following directions of the veterinary staff (DOT 079.361-014).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Examiners in Veterinary Medicine for information. Almost all recent hires have completed one to two years of college or vocational training. Most employers require six to twelve months of prior experience. Promotions for Animal Health Technicians may lead to supervisory positions such as Office Manager. Most jobs are 40 hours per week. Some jobs are 15-25 hours per week. Willingness to work weekends and overtime may be important for job entry. Employers report that computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$6.50/hr	Median: \$5.88/hr
New Hires/Exp'd:	\$6.25 to \$8.50/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$7.50 to \$11.00/hr	Median: \$9.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide dental insurance. Some provide a retirement plan, vision insurance, and life insurance. Few employers provide medical insurance for part-time employees.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Animal Health Technicians in Sacramento and Yolo Counties are employed by veterinarians and veterinary clinics. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from schools and training programs and/or employees. Some openings are filled by hiring unsolicited applicants.

Employment Information

Occupation Size: Small. There are approximately 450 to 700 Animal Health Technicians currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to work as part of a team; ability to work independently; verbal communication skills; ability to perform basic mathematical calculations; English grammar and spelling skills; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to lift at least 10 lbs; ability to stand continuously for 2 or more hours; ability to do strenuous, physically demanding work; ability to lift at least 50 lbs.

Other Qualifications: Attention to detail; organizational and time management skills; ability to work under pressure; ability to handle crisis situations; record keeping skills; problem solving skills.

Nationwide Job Outlook

Employment of animal caretakers is expected to grow faster than the average for all occupations through the year 2005 as the population and economy expand. The number of dogs and cats has increased significantly over the last 10 years, and is expected to continue to increase. In addition to the growth in demand for animal caretakers, many other job opportunities will result from the need to replace workers leaving the field. The best prospects should be for graduates of training programs in veterinary technology. Many employers complain of a shortage of formally trained veterinary technicians.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Architects

Description

Architects plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property. Does not include Marine and Landscape Architects (OES 223020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Architectural Examiners for information. Almost all recent hires have completed four years of college. Most employers report that they always require prior experience. Promotions for Architects may lead to Senior Architect or Project Manager, or may take the form of self-employment. Almost all jobs are 40 hours per week. Willingness to work overtime, weekends, nights, and part-time is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing, spreadsheet, database, and desktop publishing skills are important. Many employers also report that CAD skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$11.00 to \$22.25/hr	Median: \$16.78/hr
Exp'd/After 3 Years:	\$14.50 to \$27.00/hr	Median: \$20.00/hr

Surveys indicated that union wages were typically at the top end of the range.

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and life insurance. Most also provide dental insurance, a retirement plan, and vision insurance.

Getting the Training

No local programs identified. Contact the University of California, Berkeley for more information.

Getting the Job

Most Architects in Sacramento and Yolo Counties are employed by architectural firms. Some are employed by state and federal government agencies. Almost all employers recruit applicants through newspaper advertisements. Most also recruit applicants through trade journals.

Employment Information

Occupation Size: Small. There are approximately 475 to 580 Architects currently employed in Sacramento and Yolo Counties. About 17 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; English grammar and spelling skills; ability to work as part of a team; writing skills; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; record keeping skills; ability to work under pressure; supervisory skills; ability to handle crisis situations; plan and organize the work of others; multi-cultural familiarity.

Nationwide Job Outlook

Employment opportunities for architects are highly dependent on the level of local construction, particularly of nonresidential structures such as office buildings and shopping centers. Employment growth of architects is expected to increase as fast as the average for all occupations through 2005. Although the need to replace architects who leave the labor force will provide many job openings in addition to growth openings, and the number of degrees granted in architecture is not expected to increase significantly, prospective architects may still face competition, particularly for jobs in the most prestigious firms. Also, noninstitutional construction is sensitive to cyclical changes in the economy, and during recessions architects will face strong competition for jobs or clients, and layoffs may occur.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Assemblers & Fabricators

Also known as Production Workers

Description

Assemblers and Fabricators assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing (OES 939560).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from a trainee position. Promotions for Assemblers and Fabricators may lead to supervisory positions such as Crew/Team Leader. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$8.75/hr	Median: \$6.25/hr
New Hires/Exp'd:	\$6.50 to \$8.75/hr	Median: \$7.90/hr
Exp'd/After 3 Years:	\$8.00 to \$16.00/hr	Median: \$10.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, life insurance, and a retirement plan.

Getting the Training

Certificate and degree programs range in length from one to two years, although many employers provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Assemblers and Fabricators in Sacramento and Yolo Counties are employed by manufacturers and fabricators of metal, wood, glass, fiberglass, rubber, and plastic products. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 1,775 to 2,170 Assemblers and Fabricators currently employed in Sacramento and Yolo Counties. About 25 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 30-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; ability to use and read a tape measure; ability to perform assembly work; ability to operate power hand tools.

Physical Abilities: Manual dexterity; good eye-hand coordination; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to follow oral instructions; ability to read and follow instructions; ability to write legibly; basic math skills.

Other Qualifications: Ability to perform routine and repetitive work; willingness to work with close supervision.

Nationwide Job Outlook

Opportunities for those who wish to become precision assemblers depend on the industries in which the jobs are located. For instance, there should be keen competition for assembly jobs in the aerospace and electronics industries. The aerospace industry is anticipating reductions in defense contracts through the 1990's, uncertain funding for space projects, and weaker commercial aircraft demand than was expected in the late 1980's. The electronics industry, on the other hand, faces the decade ahead with excellent prospects for growth. As firms invest in more automated production equipment and processes, however, the number of assembly jobs in electronics will fall. The effect of automation on precision assembler employment will depend on how rapidly and extensively new manufacturing technologies are adopted. Not all precision assemblers can be replaced efficiently by automated processes.

Automotive Body & Related Repairers

Also known as Bodymen and Techs

Description

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass (OES 853050).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. Auto Body Repairers generally begin as Trainees or Apprentices. Promotions may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$12.50 to \$19.00/hr	Median: \$17.00/hr
Exp'd/After 3 Years:	\$16.00 to \$20.00/hr	Median: \$18.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance and life insurance. Many provide a retirement plan and vision insurance.

Getting the Training

Certificate and degree programs range in length from two months to two years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Auto Body Repairers in Sacramento and Yolo Counties are employed by auto body repair shops and auto dealers. Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 795 to 970 Auto Body Repairers currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 15-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to operate power hand tools; ability to apply various painting techniques; welding skills; masking skills; artistic skills; skills in working with fiberglass.

Physical Abilities: Ability to stand continuously for 2 or more hours; possess good color perception; ability to sit continuously for 2 or more hours; ability to lift at least 70 lbs repeatedly; ability to tolerate dust and paint fumes.

Basic Skills: Ability to read and follow instructions; basic math skills; oral communication skills; ability to write legibly.

Other Qualifications: Ability to provide own hand tools; willingness to work with close supervision; ability to work independently; interpersonal skills.

Nationwide Job Outlook

Employment of automotive body repairers is expected to increase faster than the average for all occupations through the year 2005. Opportunities should be best for persons with formal training. Requirements will increase as the number of motor vehicles in operation and the number damaged in accidents will increase. New automobile designs have body parts made of materials that are more difficult to work with than the traditional steel body parts. Also, new, lighter weight automotive designs are prone to greater collision damage than older, heavier designs. Nevertheless, the need to replace experienced repairers who transfer to other occupations or retire or stop working will still account for the majority of job openings.

Automotive Mechanics

Also known as Automotive Technicians

Description

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck (Diesel) Mechanics, and Electrical Systems Specialists (OES 853020).

Training, Experience and Other Requirements

Most recent hires have completed high school and some vocational training. Almost all employers require two to four years of prior experience. Various certifications are expected of experienced and well-trained mechanics. A few jobs are filled by promoting from apprentice positions. Journey-level status comes after several years of experience and training. Many Technicians and Mechanics develop specialties such as electronics, transmissions, or brakes. Promotions for Automotive Technicians may lead to specialty or supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week. Willingness to work overtime may be important for job entry. Employers report that computer/electronics skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$9.00 to \$17.00/hr	Median: \$12.87/hr
Exp'd/After 3 Years:	\$12.00 to \$20.00/hr	Median: \$17.00/hr

Most employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Many also provide life insurance, vision insurance, and a retirement plan. Some provide paid sick leave.

Getting the Training

Certificate and degree programs range in length from three months to four years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Automotive Technicians in Sacramento and Yolo Counties are employed by auto dealers and repair shops, and by government agencies. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some openings are filled through in-house promotion and/or by hiring unsolicited applicants.

Employment Information

Occupation Size: Very Large. There are approximately 3,525 to 4,310 Automotive Technicians currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 80-95 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 100-120 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have considerable difficulty finding qualified applicants with prior experience. This indicates a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to work independently; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations; verbal communication skills; English grammar and spelling skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs; ability to do strenuous, physically demanding work; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; problem solving skills; possess good DMV driving record; ability to work under pressure.

Nationwide Job Outlook

Job opportunities in automotive mechanics are expected to be plentiful for persons who complete automotive training programs in high school, vocational and technical schools, or community colleges. Persons whose programs include some basic electronics should have the best opportunities. Persons without formal mechanic training are likely to face competition for entry level jobs. Employment of automotive mechanics is expected to increase about as fast as the average for all occupations through the year 2005. Growth in mechanic employment in automobile dealerships, independent automotive repair shops, specialty car care chains, and other establishments will be offset somewhat by declining employment in gasoline service stations. Nevertheless, the number of mechanics is expected to increase because expansion of the driving age population will increase the number of motor vehicles on the road. The growing complexity of automotive technology increasingly necessitates that cars be serviced by highly trained mechanics.

Bail Bond Agents

Also known as Bail Agents

Non-OES Occupational Outlook Survey

Description

Bail Bond Agents investigate arrested persons to determine bondability. Interviews bond applicants to ascertain character and financial status. They furnish bond for a prescribed fee upon determining intention of accused to appear in court. Posts and signs bond with court clerk to obtain release of client. Forfeits amount of bond if client fails to appear for trial (186.267-999*).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Department of Insurance for information. Most recent hires have completed one to two years of college. Most employers do not require prior experience. Promotions for Bail Agents may take the form of higher pay or self-employment. Many jobs are 40 hours per week. Many other jobs are part-time, 24-30 hours per week. Willingness to work weekends, on-call, nights, overtime, and part-time is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing skills are important.

Wages and Fringe Benefits

Earnings range from \$4.79 per hour to over \$40.00 per hour, and sometimes includes commission. The median wage for new hires with prior experience is \$14.38 per hour.

Most employers do not provide benefits.

Getting the Training

Most employers provide on-the-job training for this occupation.

Getting the Job

Almost all employers fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 75 to 125 Bail Agents currently employed in Sacramento and Yolo Counties. About 40-45 percent are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Insufficient Data

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; English grammar and spelling skills; writing skills; ability to perform basic mathematical calculations; ability to work independently; ability to perform routine, repetitive work; ability to work as part of a team.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Attention to detail; record keeping skills; organizational and time management skills; ability to work under pressure; multi-cultural familiarity; problem solving skills; ability to handle crisis situations; possess good DMV driving record; supervisory skills; ability to plan and organize the work of others.

Nationwide Job Outlook

Information Not Available

* This is a modified DOT code, based in part on DOT code 186.267-010.

Bakers, Bread & Pastry

Also known as Bakery Clerks

Description

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods (OES 650210).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from a Counter Helper position. Promotions for Bread and Pastry Bakers may lead to supervisory positions. Most jobs are 20-25 hours per week. Some jobs are 40 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work on-call or part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.75 to \$6.40/hr	Median: \$5.67/hr
New Hires/Exp'd:	\$6.00 to \$10.00/hr	Median: \$7.75/hr
Exp'd/After 3 Years:	\$7.00 to \$10.00/hr	Median: \$8.00/hr

Most employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Many also provide paid sick leave, a retirement plan, vision insurance and life insurance.

Getting the Training

Certificate programs range in length from six to twelve months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Bread and Pastry Bakers in Sacramento and Yolo Counties are employed by eating and drinking establishments, retail bakeries, and grocery stores. Most employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 665 to 815 Bread and Pastry Bakers currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 25-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to plan and organize the work of others; pastry decorating skills; mastery of baking equipment; pastry making skills.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to stand continuously for 2 or more hours; ability to lift at least 25 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work under pressure; interpersonal skills; willingness to work with close supervision; public contact skills; ability to work independently.

Nationwide Job Outlook

The popularity of fresh baked breads and pastries should insure continued rapid growth in the employment of bakers. Job openings are expected to be excellent through the year 2005. Growth in demand for these workers will create many new jobs, but most openings will arise from the need to replace workers who leave this occupation each year.

Bartenders

Description

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes (OES 650050).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from a Barback or Helper position. Promotions for Bartenders may lead to supervisory positions. Jobs range from 15-40 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work on-call or part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$7.75/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$5.50 to \$7.75/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$6.00 to \$8.00/hr	Median: \$7.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance.

Getting the Training

Certificate programs range in length from five to seven weeks. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Bartenders in Sacramento and Yolo Counties are employed by eating and drinking establishments and hotels. Most employers fill openings through in-house promotion.

Employment Information

Occupation Size: Medium. There are approximately 1,390 to 1,695 Bartenders currently employed in Sacramento and Yolo Counties. About 39 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 50-60 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Cash handling skills; ability to operate a cash register; knowledge of drink recipes; understanding of inventory techniques.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Oral communication skills; basic math skills; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Public contact skills; ability to work under pressure; ability to work independently; ability to deal effectively with difficult individuals; good memory skills; ability to tolerate cigarette smoke; willingness to work with close supervision.

Nationwide Job Outlook

The employment of bartenders is expected to decline as drinking of alcoholic beverages outside the home- particularly cocktails-continues to drop. Most openings will arise from the need to replace the high proportion of workers who leave this occupation each year. There is substantial movement into and out of the occupation because the limited formal education and training requirements for these jobs allow easy entry, and the predominance of part-time jobs is attractive to persons seeking a short-term source of income rather than a career.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Billing, Cost & Rate Clerks

Description

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods, posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also does not include workers who calculate charges for passenger transportation (OES 553440).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers require one to two years of prior experience. A few jobs are filled by promoting from other clerical positions. Promotions for Billing, Cost, and Rate Clerks may lead to higher level clerical or supervisory positions. Almost all jobs are 40 hours per week. Employers report that a willingness to participate in drug testing is important. Most employers report that computer word processing, spreadsheet, and database skills are important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$12.00/hr	Median: \$8.63/hr
New Hires/Exp'd:	\$8.00 to \$14.00/hr	Median: \$9.79/hr
Exp'd/After 3 Years:	\$8.00 to \$15.50/hr	Median: \$12.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance, vision insurance, and a retirement plan.

Getting the Training

Certificate programs range in length from one to six months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Billing, Cost and Rate Clerks in Sacramento and Yolo Counties are employed in many industries, with about half employed by health care organizations and government agencies. Most employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer and/or by hiring referrals from employees.

Employment Information

Occupation Size: Large. There are approximately 1,640 to 2,005 Billing, Cost and Rate Clerks currently employed in Sacramento and Yolo Counties. About 89 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 35-45 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 50-60 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work; ability to perform basic mathematical calculations; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; organizational and time management skills; record keeping skills; problem solving skills; ability to work under pressure.

Nationwide Job Outlook

Job openings for persons seeking work as billing clerks are expected to be numerous through the year 2005. Despite a lack of employment growth, many job openings will occur as billing clerks transfer to other occupations or leave the labor force. Turnover in this occupation is relatively high, reflecting the fact that it is an entry level occupation with minimal education and training requirements. Overall employment of billing clerks is expected to change little through the year 2005. A growing economy and a greater demand for billing services will result in more business transactions, but productivity increases will keep employment from rising. Employment of billing, cost, and rate clerks will rise, but not as fast as the increase in business transactions, as computers are increasingly used to manage account information. Less routine, more complex billing applications will increasingly require workers with greater technical expertise.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Biological, Agricultural & Food Technicians

Also known as Lab Techs

Description

Biological, Agricultural, and Food Technicians and Technologists assist scientists in laboratory and production activities by performing tasks necessary to experiment, test, and develop new and improved methods in production, preservation, and processing of plant and animal life. They develop improved methods of processing and preserving for artificial insemination, and test blood of poultry to ascertain presence of disease. Includes Agricultural Technicians who treat ornamental and shade trees to improve their health and appearance (OES 245020).

Training, Experience and Other Requirements

Almost all recent hires have completed four years of college. Some employers report that they always require prior experience. Many also report that they are willing to accept training as a substitute for experience. Promotions for Biological, Agricultural, and Food Technicians may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work overtime, part-time, nights, and weekends is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing and database skills are important. Many also report that computer spreadsheet skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$13.50/hr	Median: \$10.50/hr
New Hires/Exp'd:	\$8.50 to \$16.75/hr	Median: \$10.36/hr
Exp'd/After 3 Years:	\$10.00 to \$17.75/hr	Median: \$14.77/hr

Surveys indicated little difference between union and non-union wages.

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan, vision insurance and life insurance.

Getting the Training

Many colleges and universities offer degree programs in biological and agricultural sciences. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Most Biological, Agricultural, and Food Technicians in Sacramento and Yolo Counties are employed by research and testing laboratories, manufacturers of food, chemical and biological products, and government agencies. Most employers are non-union. Most employers fill openings by hiring referrals from colleges and universities. Some also recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Small. There are approximately 115 to 140 Biological, Agricultural, and Food Technicians currently employed in Sacramento and Yolo Counties. About 41 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to work independently; writing skills; ability to perform basic mathematical calculations; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; record keeping skills; ability to work under pressure; ability to handle crisis situations; supervisory skills; ability to plan and organize the work of others; multi-cultural familiarity.

Nationwide Job Outlook

Employment of science technicians is expected to increase about as fast as the average for all occupations through the year 2005. Continued growth of scientific research and development and the production of technical products should spur demand for all science technicians. Advances in biotechnology will increase the need for biological technicians in particular. However, growth of job openings will be moderated somewhat by an expected slowdown in overall employment growth in the chemical industry, where many chemical technicians are employed.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Bookkeeping, Accounting & Auditing Clerks

Description

Bookkeeping, Accounting, and Auditing Clerks (including Bookkeepers) compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers (OES 553380).

Training, Experience and Other Requirements

Most recent hires have completed one to two years of college or vocational training. Most employers require six to twelve months of prior experience and some may be willing to accept training as a substitute for experience. Some Bookkeeper and Accounting Technician positions are filled by promoting from other clerical positions. Promotions may lead to higher level bookkeeping and accounting positions, or may take the form of self-employment. Almost all jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work on-call, temporary, or seasonal may be important for job entry. Employers report that computer word processing, database, and spreadsheet skills are also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$10.50/hr	Median: \$7.42/hr
New Hires/Exp'd:	\$8.00 to \$11.50/hr	Median: \$9.01/hr
Exp'd/After 3 Years:	\$9.50 to \$14.00/hr	Median: \$11.88/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance, vision insurance, life insurance, and a retirement plan. Few employers provide medical insurance for part-time employees.

Getting the Training

Certificate and degree programs range in length from one month to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Bookkeepers and Accounting Technicians in Sacramento and Yolo Counties are employed in most industries, with about one out of every three jobs provided by government agencies and educational institutions. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer.

Employment Information

Occupation Size: Very Large. There are approximately 10,530 to 12,870 Bookkeepers and Accounting Technicians currently employed in Sacramento and Yolo Counties. About 87 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 125-150 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 190-235 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to perform basic mathematical calculations; verbal communication skills; English grammar and spelling skills; writing skills; ability to work as part of a team; ability to work independently.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; ability to handle crisis situations; record keeping skills; supervisory skills.

Nationwide Job Outlook

The large size of this occupation ensures a large number of openings and plentiful job opportunities for jobseekers. Virtually all job openings through the year 2005 will be due to replacement needs because of workers transferring to other occupations or leaving the labor force. Turnover is lower than among other record clerk occupations. Many opportunities for temporary and part-time work should also be available. A growing economy will result in more financial transactions and other activities and, therefore, more demand for accounting services. Virtually all new jobs will be created in small, rapidly growing organizations. Large organizations, on the other hand, are likely to continue the consolidation of departments to eliminate duplicate functions and reduce the demand for these clerks. Overall, little change is expected in the employment level through 2005.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Bus Drivers, School

Description

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils (OES 971110).

Training, Experience and Other Requirements

Almost all recent hires have completed high school and vocational (Bus Driver license) training. Some employers report that they always require prior experience. Many report that they are usually willing to accept training as a substitute for experience. Promotions for School Bus Drivers may lead to dispatcher or supervisory positions, or to Bus Driver Trainer. Most jobs are 40 hours per week. Many jobs are 28-30 hours per week. Willingness to work on-call, part-time, overtime, temporary, nights, and weekends is important for job entry. Willingness to participate in drug testing may also be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.03 to \$10.11/hr	Median: \$9.59/hr
New Hires/Exp'd:	\$8.03 to \$11.06/hr	Median: \$9.99/hr
Exp'd/After 3 Years:	\$9.35 to \$14.26/hr	Median: \$11.03/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, a retirement plan, and paid sick leave. Most also provide vision insurance and life insurance. Of those employers that have part-time employees, most provide fringe benefits, including medical insurance.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Almost all School Bus Drivers in Sacramento and Yolo Counties are employed by public school districts and some private schools. Almost all employers are union. Almost all employers recruit applicants through newspaper advertisements. Most employers also fill openings by hiring referrals from employees. Many employers fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 855 to 1,045 School Bus Drivers currently employed in Sacramento and Yolo Counties. About 41 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 10-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work; English grammar and spelling skills; ability to perform basic mathematical calculations; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to do strenuous, physically demanding work; ability to lift at least 50 lbs; ability to sit continuously for 2 or more hours.

Other Qualifications: Possess good DMV driving record; trained in CPR and first aid techniques; ability to handle crisis situations; organizational and time management skills; attention to detail; multi-cultural familiarity; problem solving skills; ability to work under pressure; record keeping skills; supervisory skills.

Nationwide Job Outlook

Persons seeking jobs as busdrivers (including school bus drivers) should encounter good opportunities. Opportunities should be best for persons with good driving records who are able to qualify for a commercial driver's license. Opportunities should also be best in metropolitan areas that are growing rapidly. Thousands of job openings are expected to occur each year because of the need to replace workers who retire or leave the occupation for other reasons. Employment of busdrivers is expected to increase about as fast as average for all occupations through the year 2005. The number of job openings for school busdrivers will be greater because of the growing need for pupil transportation.

Bus, Truck & Diesel Mechanics

Description

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Does not include mechanics working primarily with automobile diesel engines (OES 853110).

Training, Experience and Other Requirements

Almost all recent hires have completed high school and some vocational training. Most employers require prior experience and various certifications are expected of experienced and well-trained mechanics. A few jobs are filled by promoting from Apprentice positions. Journey-level status comes after several years of experience and training. Promotions for Diesel Mechanics may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.00 to \$11.00/hr	Median: \$10.50/hr
New Hires/Exp'd:	\$10.00 to \$18.00/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$15.00 to \$19.50/hr	Median: \$17.00/hr

Almost all employers provide a paid vacation and dental insurance. Most also provide paid sick leave and a retirement plan. Many provide vision insurance and life insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Diesel Mechanics in Sacramento and Yolo Counties are employed by diesel repair shops, government agencies, and trucking firms. Almost all employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 810 to 990 Diesel Mechanics currently employed in Sacramento and Yolo Counties. About 1 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to repair diesel engines; ability to implement safe work practices; ability to use hand tools; ability to operate electric testing equipment; knowledge of basic auto mechanics; ability to operate electronic automotive diagnostic equipment; knowledge of hydraulics; shop math skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 75 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Ability to work independently; ability to provide own hand tools; willingness to work with close supervision; possession of a good DMV driving record; public contact skills.

Nationwide Job Outlook

Employment of diesel mechanics is expected to increase about as fast as the average for all occupations through the year 2005. Because this is a large occupation, more job openings are expected for diesel mechanics than for most other occupations. Although employment growth will create many new jobs, most job openings will arise from the need to replace diesel mechanics who transfer to other fields of work or retire or stop working for other reasons. Employment of diesel mechanics is expected to grow as freight transportation by truck increases. More trucks will be needed for both local and intercity hauling due to the increased production of goods.

Butchers & Meatcutters

Description

Butchers and Meatcutters cut, trim, and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. Does not include butchers working in slaughtering (OES 650230).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Butchers and Meatcutters may lead to supervisory positions. Most jobs are 40 hours per week. Willingness to work nights, weekends and holidays, and the willingness to work on-call or part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$8.50/hr	Median: \$8.28/hr
New Hires/Exp'd:	\$7.50 to \$15.50/hr	Median: \$10.12/hr
Exp'd/After 3 Years:	\$10.00 to \$15.50/hr	Median: \$15.47/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, and vision insurance. Most also provide a retirement plan and life insurance.

Getting the Training

Apprenticeship training takes about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Butchers and Meatcutters in Sacramento and Yolo Counties are employed by grocery stores. Most employers fill openings by hiring union referrals. Many also recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,045 to 1,275 Butchers and Meatcutters currently employed in Sacramento and Yolo Counties. About 11 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 30-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to plan and organize the work of others; ability to conduct inspections; record keeping skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; manual dexterity; good eye-hand coordination; ability to lift at least 60 lbs repeatedly; possession of good color perception.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills.

Other Qualifications: Ability to work independently; public contact skills; willingness to work with close supervision; ability to provide own hand tools.

Nationwide Job Outlook

Overall employment of butchers and meat, poultry, and fish cutters is expected to grow more slowly than the average for all occupations through the year 2005 as more meat cutting and processing shifts from the retail store to the plant. Nevertheless, many job opportunities should arise due to the need to replace experienced workers who transfer to other occupations or leave the labor force. As the Nation's population grows, the demand for meat should continue to increase. Although meat is increasingly cut and processed at meatpacking plants, this shift is coming slowly. At present, most red meat arrives at the grocery store partially cut up and the retail meatcutter performs the final processing and packaging.

Cabinetmakers & Bench Carpenters

Description

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock (OES 893110).

Training, Experience and Other Requirements

Most recent hires have completed high school and some vocational training. Most employers require prior experience. Some jobs are filled by promoting from Apprentice positions. Promotions for Cabinetmakers and Bench Carpenters may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$7.00 to \$11.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$13.00/hr

Many employers provide a paid vacation.

Getting the Training

Certificate and degree programs range in length from one to two years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Cabinetmakers and Bench Carpenters in Sacramento and Yolo Counties are employed by cabinet making firms and furniture manufacturers. Most employers fill openings by hiring unsolicited applicants.

Employment Information

Occupation Size: Small. There are approximately 380 to 465 Cabinetmakers and Bench Carpenters currently employed in Sacramento and Yolo Counties. About 4 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to set up woodworking machines; shop math skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

As the Nation's population, personal income, and business expenditures grow, the demand for wood products will increase. In addition, the continuing need for repair and renovation of residential and commercial properties is expected to stimulate demand. Opportunities for woodworkers who specialize in such items as moldings, cabinets, stairs, and windows, should therefore be particularly good. Employment in woodworking occupations is highly sensitive to economic cycles, so the growth in these occupations will be primarily affected by the overall state of the economy. In addition to growth, thousands of openings will arise each year because of the need to replace experienced workers who transfer to other occupations or leave the labor force.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Camera Operators, Television & Motion Picture

Description

Television and Motion Picture Camera Operators operate television or motion picture camera to photograph scenes for TV broadcasts, advertising, or motion pictures (OES 340260).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college or vocational training. Most employers report that they always require prior experience. Some, however, report that they are sometimes willing to accept training as a substitute for experience. Promotions for Camera Operators may lead to supervisory or management positions. Many jobs are 40 hours per week. Many other jobs are part-time, on-call, or temporary, ranging from 10-32 hours per week. Willingness to work nights, weekends, overtime, on-call, part-time, and temporary is important for job entry. Willingness to participate in drug testing may also be important.

Wages and Fringe Benefits

NON-UNION:

New Hires/Inexp'd:	\$6.00 to \$8.75/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$6.75 to \$15.50/hr	Median: \$12.25/hr
Exp'd/After 3 Years:	\$8.00 to \$18.00/hr	Median: \$16.24/hr

UNION:

New Hires/Exp'd:	\$14.10 to \$20.14/hr	Median: \$19.74/hr
Exp'd/After 3 Years:	\$17.72 to \$23.88/hr	Median: \$23.81/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and dental insurance. Most also provide life insurance, a retirement plan, and vision insurance. Of those employers that have part-time employees, some provide fringe benefits, including medical insurance.

Getting the Training

Some colleges and universities offer programs in television production and communications. Refer to the Occupation-Training Index or college or university catalogs for information.

Getting the Job

Most Camera Operators in Sacramento and Yolo Counties are employed by television stations, television and video production companies, and government agencies. Most employers are union, although most of the employment is provided by non-union employers. Many employers recruit applicants through newspaper advertisements and/or by hiring unsolicited applicants. Some also fill openings by hiring referrals from employees and/or from schools and training programs.

Employment Information

Occupation Size: Small. There are approximately 180 to 220 Camera Operators currently employed in Sacramento and Yolo Counties. About 26 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to do strenuous, physically demanding work; ability to lift at least 100 lbs.

Other Qualifications: Attention to detail; ability to work under pressure; organizational and time management skills; problem solving skills; ability to handle crisis situations; record keeping skills; possess good DMV driving record; multi-cultural familiarity; ability to plan and organize the work of others.

Nationwide Job Outlook

Employment of camera operators is expected to grow more slowly than the average for all occupations through the year 2005. Businesses are making greater use of videos for training films, business meetings, sales campaigns, and public relations work. Expansion of the entertainment industry will create additional openings. For job seekers, however, competition will be keen for what generally is regarded as an exciting field.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Cardiology Technologists

Description

Cardiology Technologists conduct tests of pulmonary and/or cardiovascular systems of patients to diagnose pulmonary and/or cardiovascular disorders. They may conduct or assist in electrocardiogram, cardiac catheterization, pulmonary-function, lung capacity, and similar tests (OES 329250).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college or vocational training. Most employers require about two years of prior experience. Promotions for Cardiology Technologists may lead to supervisory positions. Most jobs are 40 hours per week. Many jobs are 20-30 hours per week. Willingness to work part-time, overtime, on-call, and weekends may be important for job entry. Many employers report that computer database skills are also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$10.50 to \$20.00/hr	Median: \$15.50/hr
Exp'd/After 3 Years:	\$12.25 to \$21.00/hr	Median: \$15.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, a retirement plan, and vision insurance. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs take about one year to complete. However, no local programs were identified for this occupation.

Getting the Job

Almost all Cardiology Technologists in Sacramento and Yolo Counties are employed by hospitals. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer and/or by hiring referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 15 to 25 Cardiology Technologists currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; English grammar and spelling skills; ability to perform routine, repetitive work; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 10 lbs; ability to stand continuously for 2 or more hours.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; trained in CPR and first aid techniques.

Nationwide Job Outlook

Employment of cardiology technologists is expected to grow faster than average for all occupations. Growth will occur as the population ages, because older people have a higher incidence of heart problems.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Carpenters

Description

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters (OES 871020).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. Some jobs are filled by promoting from Apprentice or Helper positions. Journey-level status comes after several years of on-the-job experience. Specialty areas include framing, finishing, and remodeling. Promotions for Carpenters may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week and seasonal. Willingness to work on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.75 to \$10.00/hr	Median: \$7.83/hr
New Hires/Exp'd:	\$10.50 to \$19.50/hr	Median: \$19.00/hr
Exp'd/After 3 Years:	\$13.00 to \$22.50/hr	Median: \$22.00/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, and life insurance. Most also provide vision insurance and a retirement plan.

Getting the Training

Apprenticeship training takes about four years to complete. In addition, certificate and degree programs range in length from one to two years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Carpenters in Sacramento and Yolo Counties are employed by general building and heavy construction contractors. Most employers fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from unions.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 2,475 to 3,025 Carpenters currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 75-90 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 50-60 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Rough carpentry skills; finish carpentry skills; remodeling skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to climb to high places; possess agility and coordination; ability to lift at least 50 lbs; ability to do strenuous and physically demanding work.

Basic Skills: Ability to work independently; ability to read and follow instructions; willingness to work with close supervision; shop math skills.

Other Qualifications: Provide own hand tools; regular use of own reliable vehicle.

Nationwide Job Outlook

Job opportunities are expected to be plentiful through the year 2005, due primarily to extensive replacement needs. Well over 100,000 jobs will become available each year as carpenters transfer to other occupations or leave the labor force. The total number of job openings for carpenters each year usually is greater than for other craft occupations because the occupation is large and turnover is high. Increased demand for carpenters will create additional job openings. Employment is expected to increase about as fast as the average for all occupations through the year 2005. Construction activity should increase in response to demand for new housing and commercial and industrial plants and the need to renovate and modernize existing structures.

Cashiers (Clerks)

Description

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers (OES 490230).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Cashiers may lead to supervisory or management positions. Most jobs are 40 hours per week. Many jobs are 20 hours per week. Willingness to work weekends, nights, part-time, and overtime is important for job entry.

Wages and Fringe Benefits

NON-UNION:

New Hires/Inexp'd:	\$4.25 to \$6.75/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$4.50 to \$8.75/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$5.50 to \$15.75/hr	Median: \$7.00/hr

UNION:

New Hires/Exp'd:	\$7.00 to \$8.71/hr	Median: \$8.71/hr
Exp'd/After 3 Years:	\$9.50 to \$15.83/hr	Median: \$15.83/hr

Most employers provide medical insurance and a paid vacation. Many also provide paid sick leave and dental insurance. Some provide a retirement plan, life insurance and vision insurance. Of those employers that have part-time employees, few provide fringe benefits.

Getting the Training

Employers generally provide training for this occupation, although some certificate programs are available, ranging in length from three to nine months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Cashiers in Sacramento and Yolo Counties are employed by a wide variety of business establishments, primarily within the retail and service sectors. Almost all employers are non-union, although most of the employment is provided by union employers. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings by hiring unsolicited applicants. Grocery Clerks are generally promoted from Courtesy Clerk positions.

Employment Information

Occupation Size: Very Large. There are approximately 9,355 to 11,435 Cashiers currently employed in Sacramento and Yolo Counties. About 69 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 275-335 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 430-525 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform basic mathematical calculations; writing skills; ability to perform routine, repetitive work.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Attention to detail; organizational and time management skills; multi-cultural familiarity; problem solving skills; ability to work under pressure; ability to handle crisis situations.

Nationwide Job Outlook

Employment of cashiers is expected to increase about as fast as the average for all occupations through the year 2005 due to expanding demand for goods and services by a growing population. Although growth will account for numerous openings, most jobs will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. Workers under the age of 25 traditionally have filled many of the openings in this occupation. Recently, however, more openings are being filled by nontraditional workers, such as elderly and disabled persons.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Child Care Workers

Also known as Aides and Assistant Teachers

Description

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting (OES 680380).

Training, Experience and Other Requirements

Almost all recent hires have completed one to four years of college, including 6-12 units of ECE (Early Childhood Education). Most employers do not require prior experience. Promotions for Child Care Workers may take the form of self-employment or, with additional education, promotions may lead to Teacher, Head Teacher, and Center Director. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$7.00/hr	Median: \$5.63/hr
New Hires/Exp'd:	\$5.75 to \$7.50/hr	Median: \$6.50/hr
Exp'd/After 3 Years:	\$6.75 to \$10.00/hr	Median: \$8.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, and child care. Some provide life insurance, vision insurance, and a retirement plan. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs take about one year to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Child Care Workers in Sacramento and Yolo Counties are employed by child care centers, nursery schools, and pre-schools. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 995 to 1,215 Child Care Workers currently employed in Sacramento and Yolo Counties. About 95 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 40-45 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; verbal communication skills; ability to work independently; English grammar and spelling skills; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 50 lbs.

Other Qualifications: Ability to handle crisis situations; ability to work under pressure; trained in CPR and first aid techniques; multi-cultural familiarity; problem solving skills; attention to detail; organizational and time management skills.

Nationwide Job Outlook

Employment of preschool workers is projected to increase much faster than the average for all occupations through the year 2005. Job openings should be plentiful as many preschool workers leave the occupation each year for other jobs, family responsibilities, or other reasons. The relatively high turnover, combined with an increased demand for preschool workers, is expected to create many openings. Qualified persons who are interested in this work should have little trouble finding and keeping a job. The proportion of youngsters in daycare and preschool is expected to increase, reflecting a shift in the type of child-care arrangements parents choose. Rising labor force participation among women age 20-44 will also contribute to the growth of employment among preschool workers. Mothers of very young children are almost as likely to work as other women, and women are returning to work sooner after childbirth.

Civil Engineering Technicians & Technologists

Description

Civil Engineering Technicians and Technologists apply the theory and principles of civil engineering in planning, designing, and overseeing the construction and maintenance of structures and facilities, under the direction of engineering staff and physical scientists (OES 225020).

Training, Experience and Other Requirements

Most recent hires have completed one to four years of college. Most employers report that they always require prior experience. Most, however, also report that they are sometimes willing to accept training as a substitute for experience. Promotions for Civil Engineering Techs may lead to Senior Tech or, with the appropriate education and license, to Civil Engineer. Almost all jobs are 40 hours per week. Willingness to work overtime, weekends, nights, on-call, temporary, or part-time is important for job entry. Willingness to participate in drug testing may also be important. Almost all employers report that computer word processing, spreadsheet, and database skills are important. Some employers also report that CAD skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$12.00 to \$12.25/hr	Median: \$12.07/hr
New Hires/Exp'd:	\$12.50 to \$16.75/hr	Median: \$13.43/hr
Exp'd/After 3 Years:	\$13.50 to \$21.50/hr	Median: \$16.13/hr

Surveys indicated that union wages were typically at the top end of the range.

Almost all employers provide medical insurance and other benefits including paid sick leave, a paid vacation, and a retirement plan. Most also provide dental insurance and life insurance. Many provide vision insurance. Some provide child care benefits.

Getting the Training

Many colleges offer programs in civil engineering technology. Refer to the Occupation-Training Index or college or university catalogs for more information.

Getting the Job

Most Civil Engineering Techs in Sacramento and Yolo Counties are employed by government agencies and engineering firms. Almost all employers are non-union, although most of the employment is provided by union employers. Almost all employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 465 to 570 Civil Engineering Techs currently employed in Sacramento and Yolo Counties. About 30 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to work independently; ability to perform basic mathematical calculations; English grammar and spelling skills; writing skills; verbal communication skills; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; record keeping skills; supervisory skills; plan and organize the work of others; multi-cultural familiarity; ability to work under pressure; ability to handle crisis situations.

Nationwide Job Outlook

Employment of engineering technicians is expected to increase more slowly than the average for all occupations through the year 2005. The output of technical products will continue to grow, and competitive pressures will force companies to improve and update manufacturing facilities and product designs more rapidly than in the past. However, the growing availability and use of advanced technologies, such as computer-design and drafting and computer simulation, is expected to curtail employment growth of engineering technicians. The employment outlook varies with the area of specialization and industry. Some types of engineering technicians, such as civil engineering and aeronautical engineering technicians, experience greater cyclical fluctuations than others. Technicians whose jobs are defense related may experience fewer opportunities because of defense cutbacks. In addition to growth, nearly as many job openings will be to replace technicians who retire or leave the labor force for other reasons.

Civil Engineers

Description

Civil Engineers perform a variety of engineering work in planning, designing, and overseeing construction and maintenance of structures and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Includes Traffic Engineers who specialize in studying vehicular and pedestrian traffic conditions (OES 221210).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Registration for Professional Engineers and Land Surveyors for information. Almost all recent hires have completed four years of college with a bachelor degree in Civil or Environmental Engineering. Some employers report that they always require prior experience. Most report that they are sometimes accept training as a substitute for experience. Many Civil and Environmental Engineers develop specialties such as structural, transportation, or environmental engineering. Promotions for Architects may lead to positions such as Senior and Principal Engineer, or may take the form of self-employment. Almost all jobs are 40-45 hours per week. Willingness to work overtime, weekends, nights, on-call, temporary, or part-time is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer spreadsheet, database and word processing skills are important. Many employers also report that CAD skills are becoming increasingly important. Many employers report that hand drafting is becoming an obsolete skill.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$12.25 to \$21.00/hr	Median: \$16.78/hr
New Hires/Exp'd:	\$14.00 to \$32.50/hr	Median: \$20.76/hr
Exp'd/After 3 Years:	\$15.75 to \$35.00/hr	Median: \$25.64/hr

Almost all employers provide medical insurance and other benefits including a paid vacation, paid sick leave, and a retirement plan. Most also provide dental insurance and life insurance. Some provide vision insurance and child care benefits.

Getting the Training

Many colleges and universities offer undergraduate programs in civil and environmental engineering. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Most Civil Engineers are employed by government agencies and engineering consulting firms. Almost all employers are non-union. Almost all employers recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Large. There are approximately 2,975 to 3,640 Civil Engineers currently employed in Sacramento and Yolo Counties. About 9 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 65-80 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 75-90 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to perform basic mathematical calculations; verbal communication skills; ability to work independently; English grammar and spelling skills; writing skills; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; record keeping skills; plan and organize the work of others; supervisory skills; ability to handle crisis situations; multi-cultural familiarity.

Nationwide Job Outlook

Those wishing to become civil engineers should find favorable opportunities through 2005. Spurred by general population growth and an expanding economy, more civil engineers will be needed to design and construct higher capacity transportation, water supply, and pollution control systems; large buildings and building complexes; and repair or replace existing roads, bridges, and other public structures. Employment of civil engineers is expected to increase about as fast as the average for all occupations through the year 2005. Most job openings, however, will result from the need to replace civil engineers who transfer to other occupations or leave the labor force. Because construction and related industries employ many civil engineers, employment opportunities will vary by geographic area and may decrease during economic slowdowns.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Claims Examiners, Property & Casualty Insurance

Description

Claims Examiners review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures and insure that adjusters have followed proper methods. They report overpayments, underpayments, and other irregularities and confer with legal counsel on claims requiring litigation (OES 219210).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Some have completed two years of college. Most employers report that they always require prior experience. Many, however, report that they are sometimes willing to accept training as a substitute for experience. Promotions for Claims Examiners may lead to supervisory or management positions. Almost all jobs are 38-40 hours per week. Willingness to work overtime, weekends, and on-call is important for job entry. Most employers report that computer word processing and spreadsheet skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$12.75 to \$16.25/hr	Median: \$13.43/hr
New Hires/Exp'd:	\$10.00 to \$20.25/hr	Median: \$14.38/hr
Exp'd/After 3 Years:	\$10.00 to \$27.50/hr	Median: \$19.18/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, life insurance, dental insurance, paid sick leave, a retirement plan, and vision insurance. Some also provide child care benefits.

Getting the Training

No specific college major is recommended as the best preparation, although courses in insurance, economics, and other business subjects are helpful. The college major, however, may determine one's future area of speciality within the insurance industry (e.g. accounting, engineering, or legal). Refer to college or university catalogs for more information.

Getting the Job

Most Claims Examiners in Sacramento and Yolo Counties are employed by insurance companies. Some are employed by health maintenance organizations (HMOs). Most employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 950 to 1,165 Claims Examiners currently employed in Sacramento and Yolo Counties. About 68 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; English grammar and spelling skills; writing skills; ability to work as part of a team; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Attention to detail; ability to work under pressure; ability to handle crisis situations; organizational and time management skills; problem solving skills; record keeping skills; supervisory skills; multi-cultural familiarity; plan and organize the work of others; possess good DMV driving record.

Nationwide Job Outlook

Employment of insurance claim examiners is expected to grow about as fast as the average as the increasing volume of insurance results in more insurance claims. Shifts in the age distribution of the population will result in a large increase in the number of people who assume career and family responsibilities. People in this group have the greatest need for life and health insurance, as well as protection for homes, automobiles, and other possessions. A growing demand for insurance coverage for working women is also expected. New or expanding businesses will need protection for new plants and equipment and for insurance covering their employees' health and safety. Opportunities should be particularly good for claim representatives who specialize in complex business insurance such as marine cargo, workers' compensation, and product and pollution liability.

Compliance Officers & Enforcement Inspectors

Description

Compliance Officers and Enforcement Inspectors enforce adherence to policies, procedures, or regulations and advise on standards. They may be employed in the public or private sector and inspect and enforce regulations on such matters as health, safety, food, immigration, licensing, or interstate commerce. Does not include construction and building inspectors (OES 219110).

Training, Experience and Other Requirements

Almost all recent hires have completed two to four years of college. Many employers report that they always require prior experience. Many also report that they are willing to accept training as a substitute for experience. Promotions for Compliance Officers may lead to supervisory or management positions. Almost all jobs are 40 hours per week. Willingness to work overtime, weekends, nights, and on-call is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing, spreadsheet, and database skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$11.75 to \$13.50/hr	Median: \$12.47/hr
New Hires/Exp'd:	\$11.75 to \$25.00/hr	Median: \$16.78/hr
Exp'd/After 3 Years:	\$13.50 to \$31.25/hr	Median: \$23.01/hr

Surveys indicated that union wages were typically at the top end of the range.

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and vision insurance. Most also provide life insurance. Some provide child care benefits.

Getting the Training

Many colleges and universities offer undergraduate programs that can prepare a person for this occupation. However, the program of study would vary depending on the industry and the nature of the job (e.g. tax, insurance, medical, or environmental). Refer to college or university catalogs for more information.

Getting the Job

Most Compliance Officers are employed by government agencies. Almost all employers are non-union. Most employers fill openings through in-house promotion or transfer. Many also recruit applicants through newspaper advertisements.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 1,705 to 2,080 Compliance Officers currently employed in Sacramento and Yolo Counties. About 36 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 55-65 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 25-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; verbal communication skills; ability to work independently; English grammar and spelling skills; writing skills; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to lift at least 10 lbs.; ability to stand continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; record keeping skills; ability to handle crisis situations; supervisory skills; plan and organize the work of others; possess good DMV driving record; multi-cultural familiarity.

Nationwide Job Outlook

Employment of inspectors and compliance officers is expected to grow about as fast as the average for all occupations through the year 2005. This reflects a balance of public demand for a safe environment and quality products against the desire for smaller government and fewer regulations. Employment growth, particularly in local government, will stem from the expansion of regulatory and compliance programs in solid and hazardous waste disposal and water pollution. In private industry, employment growth will reflect increasing self-enforcement of government and company regulations and policies, particularly among the rapidly growing number of franchise dealerships in various industries. Job openings will also arise from the need to replace those who transfer to other occupations, retire, or leave the labor force for other reasons.

Computer Engineers

Description

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems (OES 221270).

Training, Experience and Other Requirements

Almost all recent hires have completed four years of college. Some employers report that they always require prior experience. Many report that they are sometimes willing to accept training as a substitute for experience. Promotions for Computer Engineers may lead to Senior Engineer or to supervisory or management positions. Almost all jobs are 40 hours per week. Willingness to work overtime, nights, weekends, part-time, on-call, and temporary is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing, spreadsheet, database, and desktop publishing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$20.00/hr	Median: \$12.95/hr
New Hires/Exp'd:	\$10.00 to \$30.00/hr	Median: \$15.17/hr
Exp'd/After 3 Years:	\$14.50 to \$35.00/hr	Median: \$21.25/hr

Almost all employers provide medical insurance and other benefits, including paid vacation, dental insurance, and paid sick leave. Most also provide a retirement plan, life insurance, and vision insurance.

Getting the Training

Many colleges and universities offer undergraduate and graduate programs in computer science or computer engineering. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Almost all Computer Engineers in Sacramento and Yolo Counties are employed by computer hardware and software manufacturers and by computer programming services. Almost all employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees or employment agencies.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,220 to 1,490 Computer Engineers currently employed in Sacramento and Yolo Counties. About 11 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 155-190 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; English grammar and spelling skills; ability to work independently; writing skills; ability to perform basic mathematical calculations; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs.; ability to pass a pre-employment medical exam; ability to do strenuous, physically demanding work.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; ability to plan and organize the work of others; record keeping skills; supervisory skills; possess good DMV driving record.

Nationwide Job Outlook

Computer scientists and systems analysts will be among the fastest growing occupations through the year 2005. In addition, tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations, or who leave the labor force. The demand for computer scientists and engineers is expected to rise as organizations attempt to maximize the efficiency of their computer systems. There will continue to be a need for increasingly sophisticated technological innovation. Individuals with an advanced degree in computer science should enjoy very favorable employment prospects because employers are demanding a higher level of technical expertise. Graduates with a bachelor's degree should also experience good prospects for employment.

Computer Network Administrators

Non-OES Occupational Outlook Survey

Description

Computer Network Administrators direct a firm's network and its related computing environment, including hardware, software, and all configurations (DOT 031.262-014).

Training, Experience and Other Requirements

Almost all recent hires have completed two to four years of college. Most employers require one to two years of prior experience. Some jobs may be filled by promoting from other computer related positions. Promotions for Computer Network Administrators may lead to supervisory or management positions. Almost all jobs are 40-45 hours per week. Some employers report that Internet skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.75 to \$17.25/hr	Median: \$11.99/hr
New Hires/Exp'd:	\$12.00 to \$24.00/hr	Median: \$18.54/hr
Exp'd/After 3 Years:	\$13.25 to \$24.00/hr	Median: \$18.56/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, and life insurance. Most also provide a retirement plan and vision insurance. Some provide child care.

Getting the Training

Many colleges and universities offer undergraduate programs in computer science. In addition, certificate programs range in length from two to six months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Computer Network Administrators are increasingly employed in a wide variety of industries that have computer network systems. Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Most also fill openings through in-house promotion or transfer. Many fill openings by hiring referrals from employment agencies and/or schools and training programs.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 200 to 400 Computer Network Administrators currently employed in Sacramento and Yolo Counties. About 29 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Insufficient data; however, most employers surveyed expect this occupation to grow.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; writing skills; English grammar and spelling skills; ability to work as part of a team; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; problem solving skills; attention to detail; record keeping skills; ability to work under pressure; ability to handle crisis situations.

Nationwide Job Outlook

Computer scientists and systems analysts will be among the fastest growing occupations through the year 2005. In addition, tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations or leave the labor force. The demand for computer scientists and engineers is expected to rise as organizations attempt to maximize the efficiency of their computer systems. As international and domestic competition increases, organizations will face growing pressure to use technological advances in areas such as office and factory automation, telecommunications technology, and scientific research. The complexity associated with designing new applications is growing and the need to design computer networks that will facilitate the sharing of information will be a major factor in the rising demand for systems analysts.

Computer Programmers

Description

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information (OES 251051).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers do not require prior experience. Promotions for Computer Programmers may lead to supervisory or management positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$12.50 to \$15.75/hr	Median: \$15.00/hr
New Hires/Exp'd:	\$12.50 to \$20.00/hr	Median: \$15.98/hr
Exp'd/After 3 Years:	\$14.75 to \$25.75/hr	Median: \$20.69/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan, vision insurance, and life insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years. In addition, many colleges and universities offer undergraduate programs in computer science. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Computer Programmers in Sacramento and Yolo Counties are employed by a wide variety of industries, including government agencies and software development firms. Many employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 4,425 to 5,410 Computer Programmers currently employed in Sacramento and Yolo Counties. About 29 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 100-125 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 105-125 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write, edit and debug computer programs for business; problem solving skills; ability to use fourth generation computer languages; ability to write documentation of computer procedures; engineering programming skills; knowledge of minicomputer hardware and operating systems; statistical programming skills.

Physical Abilities: Ability to concentrate for long periods.

Basic Skills: Ability to think logically; ability to read and follow instructions; oral communication skills; basic math skills.

Other Qualifications: Ability to work independently; ability to work under pressure; willingness to work with close supervision.

Nationwide Job Outlook

Employment of programmers is expected to grow faster than the average for all occupations through the year 2005 as computer usage expands. The demand for programmers will increase as organizations seek new applications for computers and improvements to the software already in use. The rising demand for information, further automation of offices and factories, advances in health and medicine, and continuing scientific research will stimulate the demand for skilled programmers. One important area of progress will be data communications. Networking computers so they can communicate with each other is necessary to achieve the greater efficiency that organizations require to remain competitive.

Concrete & Terrazzo Finishers

Also known as Cement Masons

Description

Concrete and Terrazzo Finishers apply cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to finish and obtain durable and decorative surfaces according to specifications and drawings. They finish surfaces of freshly poured concrete walls, roads, walkways, and ornamental stone facings of concrete structural products to remove imperfections. Includes Concrete Rubbers (OES 873110).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from Apprentice or Laborer positions. Promotions for Cement Masons may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week and seasonal. Willingness to work part-time and on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data		
New Hires/Exp'd:	\$11.50 to \$20.25/hr	Median:	\$17.00/hr
Exp'd/After 3 Years:	\$12.00 to \$22.75/hr	Median:	\$17.00/hr

Most employers provide medical insurance and dental insurance.

Getting the Training

Apprenticeship training takes about three years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Cement Masons in Sacramento and Yolo Counties are employed by concrete and masonry contractors and general building contractors. Most employers fill openings by hiring union referrals and/or by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 545 to 665 Cement Masons currently employed in Sacramento and Yolo Counties. About 1 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; ability to do cement work; basic construction skills; ability to operate power hand tools; understanding of construction terms.

Physical Abilities: Ability to kneel for extended periods of time; ability to perform strenuous and physically demanding work; physical stamina; ability to lift at least 100 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills.

Other Qualifications: Willingness to work with close supervision; ability to work independently; interpersonal skills.

Nationwide Job Outlook

Employment of concrete masons and terrazzo workers is expected to grow more slowly than the average for all occupations through the year 2005. In addition to job openings that will stem from the rising demand for the services of these workers, other jobs will become available as experienced workers transfer to other occupations or leave the labor force. The demand for concrete masons and terrazzo workers will rise as the population and the economy grow. More masons will be needed to build highways, bridges, subways, factories, office buildings, hotels, shopping centers, schools, hospitals, and other structures. In addition, the increasing use of concrete as a building material-particularly in nonresidential construction-will add to the demand.

Construction & Building Inspectors

Description

Construction and Building Inspectors inspect new or remodeled construction to determine its soundness and compliance to specifications, building codes, and other regulations. Inspections may be limited to a single area, such as electrical systems or elevators, or inspections may be more general in nature (OES 219080).

Training, Experience and Other Requirements

Most recent hires have completed high school and have prior construction-related experience. Most employers require prior experience and ICBO (International Conference of Building Officials) certification. Promotions for Construction and Building Inspectors may lead to supervisory positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$12.75 to \$15.00/hr	Median: \$13.37/hr
New Hires/Exp'd:	\$12.25 to \$16.50/hr	Median: \$15.30/hr
Exp'd/After 3 Years:	\$15.00 to \$19.00/hr	Median: \$17.31/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, a retirement plan, and vision insurance.

Getting the Training

Certificate and degree programs range in length from four months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Construction and Building Inspectors in Sacramento and Yolo Counties are employed by government agencies. Most employers recruit applicants through newspaper advertisements. Some openings are filled by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 325 to 395 Construction and Building Inspectors currently employed in Sacramento and Yolo Counties. About 7 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to accurately record and report; ability to read blueprints; knowledge of building codes; knowledge of cement work; report writing skills.

Physical Abilities: Ability to crawl under buildings; ability to work from ladders/scaffolds; ability to lift at least 10 lbs; good physical condition; ability to stand continuously for 2 or more hours.

Basic Skills: Attention to detail; ability to read and follow instructions; ability to write legibly; ability to interact well with others; ability to work independently; oral communication skills; ability to perform basic mathematical computations.

Other Qualifications: Willingness to work outdoors in all weather; possess valid driver's license.

Nationwide Job Outlook

Employment of construction and building inspectors is expected to grow faster than the average for all occupations through the year 2005. Increases in the level of construction activity and a rising concern for public safety and for improvements in the quality of construction should spur demand for construction and building inspectors. The trend of government-particularly Federal and State-to contract out construction inspection functions to engineering, architectural and management services firms is expected to continue. Despite the expected rapid growth in demand for inspection services, most job openings will arise from the need to replace inspectors who transfer to other occupations or leave the labor force.

Cooks, Institution & Cafeteria

Description

Cooks, Institution or Cafeteria, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities (OES 650280).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Some employers report that they always require prior experience. Many report that they are willing to accept training as a substitute for experience. Some jobs are filled by promoting from such positions as Assistant and Food Prep Worker. Promotions for Institution and Cafeteria Cooks may lead to supervisory or management positions. Most jobs are 20-25 hours per week. Many jobs are 40 hours per week. Willingness to work part-time, weekends, on-call, overtime, and temporary is important for job entry. Willingness to participate in drug testing may also be important. Some employers report that computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$9.25/hr	Median: \$7.95/hr
New Hires/Exp'd:	\$5.50 to \$13.00/hr	Median: \$8.42/hr
Exp'd/After 3 Years:	\$7.00 to \$16.00/hr	Median: \$9.68/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance, a retirement plan, vision insurance, and life insurance. Of those employers that have part-time employees, most provide fringe benefits, including medical insurance.

Getting the Training

Certificate and degree programs range in length from one to two years, although some employers may provide on-the-job training. Refer to cooking related occupations in the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Most Institution and Cafeteria Cooks in Sacramento and Yolo Counties are employed by educational institutions, hospitals and nursing homes, residential care facilities, and government agencies. Most employers are union. Most employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,080 to 1,320 Institution and Cafeteria Cooks currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 30-40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work; verbal communication skills; ability to perform basic mathematical calculations; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to do strenuous, physically demanding work; ability to sit continuously for 2 or more hours; ability to lift at least 100 lbs.

Other Qualifications: Ability to work under pressure; organizational and time management skills; attention to detail; problem solving skills; plan and organize the work of others; ability to handle crisis situations; record keeping skills; supervisory skills; multi-cultural familiarity; trained in CPR and first aid techniques; possess good DMV driving record.

Nationwide Job Outlook

Employment of institutional and cafeteria chefs and cooks will grow about as fast as the average with employment concentrated in the educational and health services sectors. Although employment in both sectors is expected to increase rapidly, growth of institutional and cafeteria cooks will not keep pace. Many high schools and hospitals are trying to make "institutional food" more attractive to students, staff, visitors, and patients. While some are employing more highly trained chefs and cooks to prepare more appealing meals, others are contracting out their food services. Many of the contracted companies emphasize fast-food chains and employ short-order and fast-food cooks instead of institutional and cafeteria cooks. Most job openings will arise from the need to replace the relatively high proportion of workers who leave this occupation each year.

Cooks, Restaurant

Also known as Line Cooks

Description

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu (OES 650260).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require one to two years of prior experience. Employers are sometimes willing to accept training as a substitute for experience. Some jobs are filled by promoting from such positions as Bus Person, Dishwasher, Cook's Helper, Trainee, and Apprentice. Promotions for Restaurant Cooks may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Willingness to work nights, weekends, overtime, and part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$5.75/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$6.50 to \$9.00/hr	Median: \$7.61/hr
Exp'd/After 3 Years:	\$7.50 to \$10.50/hr	Median: \$9.00/hr

Most employers provide medical insurance and a paid vacation. Many also provide paid sick leave and dental insurance. Some provide life insurance, vision insurance, and a retirement plan. Few employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs take about one year to complete, although employers often provide on-the-job training. Refer to Cooking Related Occupations in the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings through in-house promotion. Some openings are filled by hiring unsolicited applicants and/or referrals from schools and training programs.

Employment Information

Occupation Size: Large. There are approximately 2,930 to 3,580 Restaurant Cooks currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 100-125 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 85-105 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Attention to detail; ability to work under pressure; ability to handle crisis situations.

Nationwide Job Outlook

Job openings for chefs and cooks are expected to be excellent through the year 2005. Most openings will arise from the need to replace the relatively high proportion of workers who leave this very large occupation each year. There is substantial turnover in many of these jobs because their limited requirements for formal education and training allow easy entry, and the many part-time positions are attractive to persons seeking a short-term source of income rather than a career. Many of the workers who leave these jobs transfer to other occupations, while others stop working to assume household responsibilities or to attend school full time. A significant proportion of food and beverage sales by eating and drinking establishments is associated with the overall level of economic activity. Other factors contributing to employment growth will be population growth, rising family and personal incomes, and more leisure time that will allow people to dine out and take vacations more often. Also, as more women join the work force, families increasingly may find dining out a welcome convenience.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Cooks, Short Order

Also known as Line Cooks

Description

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Does not include cooks in fast foods establishments. (OES 650350).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Some employers report that they always require prior experience. Most report that they are willing to accept training as a substitute for experience. Promotions for Short Order Cooks may lead to supervisory or management positions. Most jobs are 40 hours per week. Many jobs are 20-28 hours per week. Willingness to work nights, weekends, overtime, part-time, and on-call is important for job entry. Willingness to participate in drug testing may also be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$6.00/hr	Median: \$5.25/hr
New Hires/Exp'd:	\$5.00 to \$7.50/hr	Median: \$6.13/hr
Exp'd/After 3 Years:	\$6.00 to \$9.25/hr	Median: \$8.00/hr

Some employers provide medical insurance and dental insurance. Some also provide a paid vacation. Of those employers that have part-time employees, a few provide fringe benefits.

Getting the Training

Certificate and degree programs for cooking related occupations range in length from six months to two years, although some employers may provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Short Order Cooks in Sacramento and Yolo Counties are employed by eating places, such as coffee shops, family restaurants, and steak houses. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Some also fill openings by promoting from within.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 885 to 1,085 Short Order Cooks currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 25-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 25-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; ability to work independently; verbal communication skills; English grammar and spelling skills; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to do strenuous, physically demanding work; ability to lift at least 50 lbs.; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; ability to work under pressure; ability to handle crisis situations; organizational and time management skills; problem solving skills; plan and organize the work of others; supervisory skills; record keeping skills; trained in CPR and first aid techniques; multi-cultural familiarity.

Nationwide Job Outlook

Employment of chefs, cooks, and other kitchen workers is expected to increase faster than the average for all occupations through the year 2005. Employment in restaurants is expected to grow rapidly. As the average age of the population increases, demand will grow for restaurants that offer table service and more varied menus-which will require more highly skilled cooks and chefs.

Correctional & Probation Officers

Summarized from a Roundtable Discussion

Non-OES Occupational Outlook Survey

Description

CORRECTIONAL OFFICERS are charged with the safety and security of persons who have been arrested, are awaiting trial, or who have been convicted of a crime and sentenced to serve time in a correctional institution.

PROBATION AND PAROLE OFFICERS counsel offenders, process their release from correctional institutions, and evaluate their progress after release.

NOTE: There appears to be some disagreement over whether Probation and Parole Officers (POs) should be associated with Social Workers or Law Enforcement Officers. In the past, POs have been viewed more so as Social Workers, but recent trends suggest that POs have become more "enforcement oriented" (e.g., making arrests, etc.). It has been suggested that they now need to become more "service-oriented."

Training, Experience and Other Requirements

Employable applicants must have the ability to pass the following: a medical evaluation (including drug testing), physical ability test, psychological screening, a written examination, an oral interview, a background investigation, and successful completion of academy training. Probation and Parole Officers are generally required to have completed four years of college. INCREASING VIOLENCE: As a group, criminal offenders--youth and adult, male and female--are becoming more violent, reflecting the increase in violence in our society. Five years ago, 45 percent of California's inmate population were detained for violent offenses; since then, the number has increased to 65 percent and is much higher in some areas. Persons considering a career as a Correctional Officer should be aware of the dangers and the stress involved. The use of weapons and physical force are part of the job for anyone involved in the custody and control of inmates.

Potential Earnings

Following academy training, most Correctional Officers in California earn between \$2,450 and \$3,550 per month (plus overtime). Probation and Parole Officers typically earn between \$2,000 and \$3,000 per month, with some increasing to more than \$4,000 per month. The state appears to pay at the highest rate, with private contractors paying their Correctional Monitors at the lowest rates.

Getting the Training

Degree programs for Correctional Officers take about two years to complete and do not necessarily eliminate the need for academy training. Many colleges and universities offer undergraduate programs in criminal justice and social work to prepare individuals as Probation and Parole Officers.

Getting the Job

The California Department of Corrections (CDC) employs persons as Correctional Officers (COs) and Parole Agents. The California Youth Authority (CYA), which includes inmates from 12-25 years of age, employs persons as Group Supervisors and Youth Counselors. Cities and Counties also employ Correctional Officers and Probation Officers, and, for working with youth, Juvenile Counselors. Private Contractors employ Correctional Monitors.

Employment Information

City, county and state governments employ the majority of Correctional Officers, with the federal government and private contractors employing a relatively small percentage. Nationwide, state governments employ about two out of every three Correctional Officers. The OUTLOOK FOR JOB SEEKERS is very competitive for Correctional Officers; even more so for Probation Officers. Even with significant growth projected due to a growing population of offenders, these occupations will continue to be very difficult to enter because of the large number of applicants who meet the minimum qualifications. Even the highest qualified persons should expect an indefinite waiting period before gaining employment. About 21 percent of the Correctional Officers in California are female; about 63 percent of the Social Workers (including Probation and Parole Officers) in California are female.

Very Important Qualifications for Job Entry

Good basic reading and writing skills are required. Interpersonal/communication skills, understanding of cultural diversity, and basic computer skills are also important.

Nationwide Job Outlook

Employment of correction officers is expected to increase much faster than the average for all occupations through the year 2005 as additional officers are hired to supervise and counsel a growing inmate population. The need to replace correction officers who transfer to other occupations or leave the labor force, coupled with rising employment demand, will generate several tens of thousands of job openings each year.

Cost Estimators

Also known as Construction Estimators and Project Managers

Description

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced (OES 219020).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers do not require prior experience. Promotions for Cost Estimators may lead to management positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$11.00 to \$14.50/hr	Median: \$13.00/hr
New Hires/Exp'd:	\$12.50 to \$20.75/hr	Median: \$16.95/hr
Exp'd/After 3 Years:	\$15.50 to \$25.50/hr	Median: \$20.60/hr

Almost all employers provide medical insurance and other benefits, including dental insurance and a paid vacation. Most also provide a retirement plan, life insurance, and paid sick leave.

Getting the Training

Certificate and degree programs range in length from three months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Cost Estimators in Sacramento and Yolo Counties are employed by various construction related contractors. Almost all employers fill openings by hiring unsolicited applicants. Many also recruit applicants through newspaper advertisements.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 865 to 1,055 Cost Estimators currently employed in Sacramento and Yolo Counties. Few in Sacramento and Yolo Counties are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to read blueprints; knowledge of cost estimating; knowledge of construction; ability to use reference materials (e.g. handbooks); knowledge of building codes; ability to use a computer; knowledge of accounting work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to lift at least 10 lbs.

Basic Skills: Attention to detail; ability to work independently; analytical ability; ability to read and follow instructions; oral communication skills; ability to perform advanced mathematical computations; ability to work under pressure; ability to write legibly; ability to write effectively.

Nationwide Job Outlook

Employment is dependent primarily upon the level of construction and manufacturing activity. Growth of the construction industry, where about 58 percent are employed, will be the driving force behind the rising demand for cost estimators. Overall, employment is expected to increase faster than the average for all occupations through the year 2005. The fastest growing sectors of the construction industry will be in the construction and repair of highways and streets, bridges, and construction of more subway systems, airports, water and sewage systems, and electric powerplants and transmission lines. Job prospects should be best for those workers who have substantial experience in various phases of construction or a specialty craft or those with a degree in construction management, engineering, or architectural drafting.

Court Reporters

Non-OES Occupational Outlook Survey

Description

Court Reporters record all statements made at trials, hearings, or meetings in order to furnish an official written record. On request, they frequently read aloud portions of their transcript to clarify statements. Reporters may use several methods to prepare an official record such as a computer aided transcription system, a dictating machine, or a transcriber. Reporters may be self-employed (DOT 202.362-010).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the California Certified Shorthand Reporters Board for information. Most recent hires have completed two to four years of college or vocational training. Most employers do not require prior experience. Promotions for Court Reporters may lead to assignment to a higher court. Almost all jobs are 40 hours per week. Willingness to work part-time, overtime, and on-call may be important for job entry. Employers report that computer-aided reporting skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$14.75 to \$19.75/hr	Median: \$17.33/hr
New Hires/Exp'd:	\$15.50 to \$23.00/hr	Median: \$19.79/hr
Exp'd/After 3 Years:	\$16.75 to \$23.00/hr	Median: \$22.76/hr

Almost all employers provide medical insurance and a retirement plan. Most also provide a paid vacation, paid sick leave, dental insurance, and life insurance. Some provide vision insurance.

Getting the Training

Certificate and degree programs range in length from two to four years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Court Reporters in Sacramento and Yolo Counties are employed by the local (county) or federal court system. Some work for placement agencies on a job-by-job basis. Most employers fill openings by hiring unsolicited applicants. Some also recruit applicants through trade publications and/or newspaper advertisements. Judges may also appoint court reporters to positions within their court.

Employment Information

Occupation Size: Small. There are approximately 120 to 200 Court Reporters currently employed in Sacramento and Yolo Counties. About 89 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 10 lbs; ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; record keeping skills; ability to handle crisis situations.

Nationwide Job Outlook

Skilled court reporters jobs should remain nearly unchanged even while video recordings are increasingly recognized as legal records of proceedings. However, budget constraints should limit the ability of Federal, State, and local courts to expand, even in the face of rising numbers of criminal court cases and civil lawsuits. Demand should grow, however, for court reporters willing to take depositions for court reporting service bureaus or as independent freelancers. Competition for entry level jobs as a court reporter is increasing as more workers are attracted to the occupation. Opportunities should be best for those who earn certification by the National Court Reporters Association.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Data Entry Keyers

Also known as Data Entry Operators

Description

Data Entry Keyers, except Composing, operate keypunch or key entry devices to prepare data processing input materials on cards, disk or tape. Their duties include machine entry recording, coding, or verifying alphabetic or numeric data. Does not include workers who primarily work with a Data Entry Composing Machine (OES 560170).

Training, Experience and Other Requirements

Almost all recent hires have completed high school and some vocational training. Most employers require prior experience. Promotions for Data Entry Keyers may lead to supervisory or other clerical positions. Many jobs are part-time or on-call, 15-25 hours per week. Some jobs are 40 hours per week. Willingness to work part-time or on-call, or in temporary positions may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$9.75/hr	Median: \$8.87/hr
New Hires/Exp'd:	\$7.00 to \$10.75/hr	Median: \$9.44/hr
Exp'd/After 3 Years :	\$7.50 to \$11.75/hr	Median: \$10.28/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, a paid vacation, a retirement plan, and life insurance. Most also provide vision insurance.

Getting the Training

Certificate programs range in length from one month to one year. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Data Entry Keyers in Sacramento and Yolo Counties are employed by government agencies, insurance companies, and temporary employment agencies. Most employers recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Large. There are approximately 3,045 to 3,720 Data Entry Keyers currently employed in Sacramento and Yolo Counties. About 82 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to key at least 10,000 strokes per hour; ability to operate a numeric 10-key pad by touch.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions.

Other Qualifications: Ability to perform routine and repetitive work; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment of data entry keyers is expected to decline through the year 2005 despite rapid growth in the production of information and volume of business transactions. This is an indication of the significant productivity gains expected to continue among office workers due to increasing office automation. Many job openings will still occur each year, however, as workers transfer to other occupations or leave the labor force. The technological advances and restructuring of work processes are allowing fewer workers to handle a bigger workload. Other technologies are being implemented which aim to make data entry unnecessary.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Data Processing Equipment (Computer) Repairers

Also known as Computer Service Techs

Description

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Does not include Non-Data Processing Equipment Repairers (OES 857050).

Training, Experience and Other Requirements

Almost all recent hires have completed two years of college or vocational training. Some employers report that they always require prior experience. Some also report that they are willing to accept training as a substitute for experience. Promotions for Computer Service Technicians may lead to supervisory or management positions. Almost all jobs are 40 hours per week. Willingness to work overtime, on-call, weekends, part-time, and nights is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing, spreadsheet, and database skills are important. Knowledge of operating systems, Internet protocols, and networking is also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$22.50/hr	Median: \$9.50/hr
New Hires/Exp'd:	\$8.00 to \$24.75/hr	Median: \$11.00/hr
Exp'd/After 3 Years:	\$12.00 to \$27.00/hr	Median: \$14.69/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and dental insurance. Most also provide vision insurance, life insurance, and a retirement plan.

Getting the Training

Certificate and degree programs range in length from four months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Almost all Computer Service Technicians in Sacramento and Yolo Counties are employed by computer manufacturers, wholesalers, and retailers. Most employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 565 to 690 Computer Service Technicians currently employed in Sacramento and Yolo Counties. About 14 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 80-95 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; writing skills; English grammar and spelling skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to lift at least 50 lbs.; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to do strenuous, physically demanding work.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; ability to plan and organize the work of others; supervisory skills; record keeping skills; multi-cultural familiarity; possess good DMV driving record.

Nationwide Job Outlook

Employment of computer repairers is expected to grow much faster than the average for all occupations through the year 2005. However, employment of repairers will grow less rapidly than the anticipated increase in the amount of equipment because of the improved reliability of computer and office machines and ease of repair. Demand for computer repairers will increase as the amount of computer equipment increases. Organizations throughout the economy should continue to automate in search of greater productivity and improved service. The development of new computer applications and lower computer prices will also spur demand.

Dental Assistants

Description

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required (OES 660020).

Training, Experience and Other Requirements

Most recent hires have completed one to two years of college or vocational training. Most employers require one to two years of prior experience. Certification as an RDA (Registered Dental Assistant) is usually required. Promotions for Dental Assistants may lead to supervisory positions such as Office Manager or, with additional education, to Dental Hygienist. Almost all jobs are 40 hours per week. Some jobs are 20-30 hours per week. Some employers report that x-ray certification and computer database/spreadsheet skills are important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$8.00/hr	Median: \$7.75/hr
New Hires/Exp'd:	\$8.00 to \$13.00/hr	Median: \$10.75/hr
Exp'd/After 3 Years:	\$10.00 to \$17.00/hr	Median: \$13.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and a retirement plan. Most also provide dental insurance. Some provide vision insurance, life insurance, and child care. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate and degree programs range in length from eight months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring referrals from schools and training programs. Some openings are filled by hiring unsolicited applicants.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Medium. There are approximately 1,215 to 1,485 Dental Assistants currently employed in Sacramento and Yolo Counties. About 96 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 45-55 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 30-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Trained in CPR and first aid techniques; attention to detail; organizational and time management skills; ability to work under pressure; ability to handle crisis situations; record keeping skills; problem solving skills.

Nationwide Job Outlook

Employment is expected to grow faster than the average for all occupations through the year 2005. Population growth, higher incomes, and greater retention of natural teeth by middle-aged and older people will fuel demand for dental services. Also, dentists are likely to employ more assistants for several reasons. Older dentists, who are less likely to employ assistants, will leave and be replaced by recent graduates who are more likely to use one, or even two assistants. In addition, as dentists' workloads increase, they are expected to hire more assistants to perform routine tasks so they may use their own time more profitably. Nevertheless, most job openings for dental assistants will arise from the need to replace assistants who leave the occupation. Many assistants leave the job to take on family responsibilities, return to school, or transfer to another occupation.

Dental Hygienists

Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth (OES 329080).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Committee on Dental Auxiliaries for information. Most recent hires have completed two years of college. Most employers require prior experience. Promotions for Dental Hygienists may lead to supervisory positions such as Office Manager. Most jobs are 32-40 hours per week. Many jobs are 16-24 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$30.00 to \$32.00/hr	Median: \$30.00/hr
New Hires/Exp'd:	\$30.00 to \$32.50/hr	Median: \$31.38/hr
Exp'd/After 3 Years:	\$30.00 to \$36.00/hr	Median: \$32.00/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and a retirement plan. Many also provide dental insurance. Some provide vision insurance and child care. Some employers provide medical insurance for part-time employees.

Getting the Training

Degree programs take about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some openings are filled by hiring referrals from employment agencies.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 780 to 955 Dental Hygienists currently employed in Sacramento and Yolo Counties. About 97 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; English grammar and spelling skills; ability to work independently; ability to work as part of a team; writing skills; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Ability to handle crisis situations; attention to detail; organizational and time management skills; problem solving skills; ability to work under pressure; trained in CPR and first aid techniques; record keeping skills.

Nationwide Job Outlook

Employment of dental hygienists is expected to grow much faster than the average for all occupations through the year 2005 in response to increasing demand for dental care. Demand will be stimulated by population growth, greater retention of natural teeth by middle-aged and elderly people and rising real incomes. Additional job openings will result from the need to replace workers who leave the occupation. Also, dentists are likely to employ more hygienists for several reasons. Older dentists, who are less likely to employ dental hygienists, will leave and be replaced by recent graduates, who are more likely to do so. In addition, as dentists' workloads increase, they are expected to hire more hygienists to perform preventive dental care such as cleaning, so they may use their own time more profitably.

Dental Laboratory Technicians

Description

Precision Dental Laboratory Technicians perform precision tasks, such as construction and repair of full or partial dentures or dental appliances or apparatus, following prescriptions or specifications of Dentists or Orthodontists. They may also provide analytical and diagnostic services. The occupation includes such workers as Dental Ceramists, Crown and Bridge Technicians, and Orthodontic Technicians. Does not include Assistants, Bite-Block Makers, Opaquers, and Denture and Coiler Packers (OES 899210).

Training, Experience and Other Requirements

Most recent hires have completed high school plus some vocational training. Most employers require some prior experience. Many Dental Laboratory Technicians will specialize in either ceramic or metal work. Promotions may lead to supervisory or specialty positions. Almost all jobs are 40 hours per week. Willingness to work overtime may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.75 to \$7.00/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$6.00 to \$12.00/hr	Median: \$8.75/hr
Exp'd/After 3 Years:	\$7.00 to \$13.00/hr	Median: \$11.63/hr

Most employers provide a paid vacation. Many also provide medical insurance. Some provide paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Certificate programs range in length from four to six months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Dental Laboratory Technicians in Sacramento and Yolo Counties are employed by dental laboratories. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some openings are filled by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 215 to 265 Dental Laboratory Technicians currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to perform routine, repetitive work; verbal communication skills; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Attention to detail; organizational and time management skills; ability to work under pressure; problem solving skills.

Nationwide Job Outlook

Job opportunities for dental laboratory technicians should be favorable despite little growth in the occupation. Employers have difficulty filling trainee positions, probably because of relatively low entry level salaries and lack of familiarity with the occupation. Although job opportunities are favorable, employment of dental laboratory technicians is not expected to grow through the year 2005 due to improvements in the overall dental health of the population. As a result, people are keeping their teeth longer. Instead of full or partial dentures, most people will need a bridge or crown. This means less work for dental laboratory technicians, who may need to fabricate only three or four teeth rather than a whole set of false teeth. Office-based, computer-aided equipment, designed to measure a patient's mouth and fabricate the required prosthetic device, is currently under development and testing in Europe. While not replacing the technicians completely, such equipment, when and if it comes into widespread use in this country, could reduce the amount of time required to produce dental prosthetics-and, therefore, the demand for dental laboratory technicians.

Detectives & Investigators, Private

Also known as Private Investigators and Loss Prevention Agents

Description

Detectives and Investigators protect property, merchandise, and money of a store or similar establishment by detecting theft, shoplifting, or other unlawful practices by the public or employees. They take necessary action to preserve order and enforce standards of decorum established by management. Includes investigators who conduct private investigations, such as obtaining confidential information, seeking missing persons, or investigating crimes and thefts. Does not include employees who primarily stand guard at entrances or walk about premises to guard property (OES 630350).

Training, Experience and Other Requirements

Loss Prevention Agents--who typically work for retail and department stores--are not usually required to have a license. However, Private Investigators (PIs) must be licensed; contact the Bureau of Collection and Investigative Services for information. Almost all recent hires have completed two to four years of college. Most employers require prior experience. A few PI jobs are filled by promoting from Assistant or Trainee positions. Promotions may lead to supervisory positions or, for PIs, to partnership in the firm. Some promotions for PIs may take the form of self-employment. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week, and some others are temporary or seasonal positions. Willingness to work in temporary positions may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$10.00/hr	Median: \$6.50/hr
New Hires/Exp'd:	\$7.50 to \$15.00/hr	Median: \$11.82/hr
Exp'd/After 3 Years:	\$9.50 to \$20.00/hr	Median: \$16.96/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave and a paid vacation. Most also provide a retirement plan and dental insurance. Many provide life insurance.

Getting the Training

Degree programs in criminal justice range in length from two to four years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Detectives and Investigators in Sacramento and Yolo Counties are employed by retail/department stores and private investigation firms. Employers use a variety of methods to recruit applicants and/or fill openings: newspaper advertisements, in-house promotion or transfer, and referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 325 to 400 Detectives and Investigators currently employed in Sacramento and Yolo Counties. About 16 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Report writing skills; ability to follow security protection procedures; investigative research skills.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Ability to pay attention to detail; ability to work independently; ability to work under pressure; possession of a clean police record; public contact skills; possession of a reliable vehicle.

Nationwide Job Outlook

Information not available.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Diagnostic Radiologic Technologists

Also known as X-Ray Techs

Description

Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes (OES 329210).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Department of Health Services for information. Most recent hires have completed high school plus vocational training. Most employers do not require prior experience, although a certification in Radiologic Technology (CRT) is required. Promotions for Diagnostic Radiologic Technologists may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.50 to \$14.50/hr	Median: \$13.57/hr
New Hires/Exp'd:	\$13.75 to \$16.00/hr	Median: \$15.01/hr
Exp'd/After 3 Years:	\$13.00 to \$19.00/hr	Median: \$16.45/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

Certificate programs take about one year to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Diagnostic Radiologic Technologists in Sacramento and Yolo Counties are employed by hospitals and radiology services. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer and/or hire referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 365 to 445 Diagnostic Radiologic Technologists currently employed in Sacramento and Yolo Counties. About 58 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to follow safe equipment operating practices; knowledge of medical terminology; ability to use film developing equipment; ability to follow fluoroscopic imaging procedures; ability to apply transferring techniques in moving patients; ability to take vital signs; ability to write effectively; ARRT registration.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Public contact skills; ability to work under pressure; ability to work independently.

Nationwide Job Outlook

Employment of radiologic technologists is expected to grow much faster than the average for all occupations through 2005, as the health care industries grow, and because of the vast clinical potential of diagnostic imaging and therapeutic technology. Current as well as new uses of imaging equipment are virtually certain to sharply increase demand for radiologic technologists. New generations of diagnostic imaging equipment are expected to give even better information to physicians and be used more widely. Since ultrasound is non-invasive, it is also less risky and uncomfortable for the patient than exploratory surgery. Hospitals will remain the principal employer of radiologic technologists.

Dietetic Technicians

Description

Dietetic Technicians provide service in assigned areas of food service management. They teach principles of food and nutrition and provide dietary counseling under direction of Dietitians (OES 325230).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers do not require prior experience. Promotions for Dietetic Technicians may lead to supervisory positions or, with the appropriate credentials, to Registered Dietitian positions. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$12.75/hr	Median: \$9.32/hr
New Hires/Exp'd:	\$8.00 to \$13.25/hr	Median: \$11.71/hr
Exp'd/After 3 Years:	\$8.50 to \$13.25/hr	Median: \$12.10/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Dietetic Technicians in Sacramento and Yolo Counties are employed by hospitals and skilled nursing care facilities. Many employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 110 to 135 Dietetic Technicians currently employed in Sacramento and Yolo Counties. About 86 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Understanding of good diet and nutrition; ability to modify menus because of dietary restrictions; knowledge of food science; knowledge of food characteristics; ability write effectively; ability to prepare client meal plans; understanding of food processing methods; ability to teach principles of food and nutrition.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment of dietitians is expected to grow as fast as the average for all occupations through the year 2005 as demand grows for meals and nutritional counseling in nursing homes, schools, prisons, community health programs, home health care agencies, diet workshops, and health clubs. Public interest in nutrition and the emphasis on health education and prudent lifestyles will add to the demand. Many job openings will also result from the need to replace experienced workers who leave the occupation. Employment of dietitians in hospitals is expected to grow slowly; on the other hand, rapid growth is expected in nursing homes as the number of very old people rises sharply.

Dispatchers, Non-Emergency

Description

Dispatchers schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Does not include Police, Fire and Ambulance Dispatchers (OES 580050).

Training, Experience and Other Requirements

Most recent hires have completed high school or have completed two years of college. Most employers require prior experience. Employers tend to fill openings by promoting from driving-related positions. Promotions for Dispatchers may lead to supervisory positions. Almost all jobs are 40-50 hours per week. Willingness to work on-call may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$11.00/hr	Median: \$10.76/hr
New Hires/Exp'd:	\$9.25 to \$17.50/hr	Median: \$11.00/hr
Exp'd/After 3 Years:	\$12.25 to \$17.50/hr	Median: \$14.75/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, and vision insurance. Most also provide paid sick leave, a retirement plan, and life insurance.

Getting the Training

Certificate programs range in length from three to six months, although employers often provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Dispatchers in Sacramento and Yolo Counties are employed by state and local government agencies, security systems services, detective and armored car services, and trucking and warehousing firms. Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees and/or through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 715 to 870 Dispatchers currently employed in Sacramento and Yolo Counties. About 49 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write effectively; map reading skills; knowledge of local streets; telephone answering skills; recordkeeping skills.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to follow oral instructions; oral communication skills; ability to write legibly; ability to read and follow instructions; basic math skills.

Other Qualifications: Ability to work under pressure; ability to handle crisis situations; customer service skills; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Overall employment of dispatchers is expected to grow about as fast as the average for all occupations through the year 2005. Most job openings will result from the need to replace those who transfer to other occupations or leave the labor force. Although population growth and economic expansion are expected to increase overall employment, not all dispatcher occupations will be affected in the same way. For example, employment of taxicab, train, and truck dispatchers is sensitive to economic conditions. When economic activity falls, demand for transportation services declines and some may experience layoffs or a shortened workweek. Employment of tow truck dispatchers, on the other hand, is seldom affected by general economic conditions. Computerization, although very expensive, is making inroads into all areas of dispatching, increasing productivity and dampening employment growth somewhat.

Dispatchers, Emergency

Also known as Communications Operators

Description

Dispatchers, Police, Fire, Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials (OES 580020).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from clerical positions. Promotions for Emergency Dispatchers may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.50 to \$13.75/hr	Median: \$10.97/hr
New Hires/Exp'd:	\$11.00 to \$15.75/hr	Median: \$11.96/hr
Exp'd/After 3 Years:	\$12.00 to \$17.00/hr	Median: \$13.84/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, a retirement plan, life insurance, and vision insurance.

Getting the Training

Employers generally provide the training for this occupation, although prior clerical training and/or experience is helpful.

Getting the Job

Most Emergency Dispatchers in Sacramento and Yolo Counties are employed by government agencies. Almost all employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 125 to 155 Emergency Dispatchers currently employed in Sacramento and Yolo Counties. About 49 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to handle crisis situations; telephone answering skills; map reading skills; ability to use computer terminal; customer service skills; ability to type at least 30 wpm; record keeping skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to work under pressure; ability to work independently; ability to follow oral instructions; ability to read and follow instructions; willingness to work with close supervision; ability to write legibly; ability to write effectively.

Other Qualifications: Possess clean police record; knowledge of local streets; multi-cultural familiarity.

Nationwide Job Outlook

Employment of police, fire, and ambulance dispatchers is expected to grow about as fast as the average for all occupations. Their employment is concentrated in State and local government, an industry sector which is expected to experience average growth. Increasingly intense competition among government functions for available resources should limit the ability of many growing communities to keep pace with rapidly growing emergency services needs. Most job openings will result from the need to replace those who transfer to other occupations or leave the labor force. Computerization, although very expensive, is making inroads into all areas of dispatching, increasing productivity and dampening employment growth somewhat.

Drafters

Also known as CAD Operators

Description

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings (OES 225140).

Training, Experience and Other Requirements

Most recent hires have completed two years of college or vocational training. Most employers require one to two years of prior experience. With the appropriate education, promotions for Drafters may lead to Architect or Engineer. Almost all jobs are 40 hours per week. Willingness to work overtime and weekends may be important for job entry. Many employers report that AutoCad skills are important for job entry and that hand/manual drafting skills are becoming obsolete.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$11.00/hr	Median: \$8.91/hr
New Hires/Exp'd:	\$9.50 to \$15.25/hr	Median: \$11.88/hr
Exp'd/After 3 Years:	\$13.25 to \$18.00/hr	Median: \$14.38/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance, life insurance, and a retirement plan. Some provide vision insurance.

Getting the Training

Certificate and degree programs range in length from two months to two years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Drafters in Sacramento and Yolo Counties are employed by engineering and architectural firms, and by government agencies. Almost all employers recruit applicants through newspaper advertisements. Some openings are filled by hiring referrals from employees and/or schools and training programs.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,200 to 1,470 Drafters currently employed in Sacramento and Yolo Counties. About 22 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 35-45 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to perform routine, repetitive work; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Attention to detail; problem solving skills; organizational and time management skills; ability to work under pressure; ability to handle crisis situations; record keeping skills; ability to plan and organize the work of others; supervisory skills.

Nationwide Job Outlook

Employment is expected to grow more slowly than the average for all occupations through the year 2005. Industrial growth and the increasingly complex design problems associated with new products and processes will increase the demand for drafting services. However, greater use of CAD equipment by architects and engineers, as well as drafters, is expected to offset some of this growth in demand. Although productivity gains from CAD have been relatively modest since CAD use became widespread, CAD technology continues to advance. CAD is expected to become an increasingly powerful tool, simplifying many traditional drafting tasks. Individuals who have at least 2 years of training in a technically strong drafting program and who have experience with CAD systems will have the best opportunities. Although growth in employment will create many job openings, most job openings are expected to arise as drafters retire or leave the labor force for other reasons.

Drywall Installers

Also known as Hangers and Drywallers

Description

Drywall Installers apply plasterboard or other wallboard to ceiling and interior walls of buildings (OES 871080).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. Some jobs are filled by promoting from Apprentice or Laborer positions. Promotions for Drywall Installers may lead to supervisory positions, or may take the form of self-employment. Most jobs are 30-40 hours per week and seasonal.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$8.50/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$10.00 to \$19.50/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$15.50 to \$22.75/hr	Median: \$18.00/hr

Insufficient data to report on fringe benefits.

Getting the Training

Apprenticeship training takes about four years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Drywall Installers in Sacramento and Yolo Counties are employed by construction/building contractors. Most employers fill openings by hiring referrals from employees and/or by hiring unsolicited applicants.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 350 to 425 Drywall Installers currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and no difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use and read a tape measure; ability to operate power hand tools; drywall installation and repair skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly; ability to work in awkward positions; ability to climb to high places.

Basic Skills: Basic math skills; ability to read and follow instructions.

Other Qualifications: Ability to work independently; willingness to work with close supervision; interpersonal skills; possess reliable vehicle.

Nationwide Job Outlook

Replacement needs will account for most job openings for drywall workers and lathers through the year 2005. Turnover in this occupation is very high, reflecting the lack of formal training requirements and the ups and downs of the business cycle to which the construction industry is very sensitive. Because of their relatively weak attachment to the occupation, many workers with limited skills leave the occupation when they find they dislike the work or because they can't find steady employment. Additional job openings will be created by the rising demand for drywall work. Employment is expected to grow faster than the average for all occupations as the level of new construction and renovation increases. In addition to traditional interior work, the growing acceptance of insulated exterior wall systems will add to the demand for drywall workers.

Electrical & Electronic Engineering Technicians

Also known as Electronic Technicians

Description

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Does not include workers who only repair electronic equipment (OES 225050).

Training, Experience and Other Requirements

Almost all recent hires have completed two years of college. Most employers do not require prior experience. With the appropriate education, promotions for Electronic Engineering Technicians may lead to Engineer positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$9.50/hr	Median: \$8.36/hr
New Hires/Exp'd:	\$8.00 to \$12.00/hr	Median: \$9.90/hr
Exp'd/After 3 Years:	\$10.00 to \$14.00/hr	Median: \$11.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from five months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Electronic Engineering Technicians in Sacramento and Yolo Counties are employed by the federal government (defense agencies) and by manufacturing and engineering firms. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 1,660 to 2,030 Electronic Engineering Technicians currently employed in Sacramento and Yolo Counties. About 15 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 40-50 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of electronic technology; ability to operate electronics testing equipment; knowledge of algebra; knowledge of electronic circuitry; ability to read schematics; ability to read working drawings; understanding of electrical technology; understanding of circuit design; understanding of basic digital theory; ability to write effectively; ability to operate electric testing equipment; record keeping skills; understanding of basic analog theory.

Physical Abilities: Ability to sit continuously for 2 or more hours; possession of good color perception.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision.

Nationwide Job Outlook

Well-qualified engineering technicians should experience good employment opportunities through the year 2005. Employment is expected to increase as fast as the average for all occupations due to expected continued growth in the output of technical products. Competitive pressures and advancing technology will force companies to improve and update manufacturing facilities and product designs more rapidly than in the past. However, like engineers, employment of engineering technicians is influenced by local and national economic conditions. In addition to growth, nearly as many job openings will be to replace technicians who retire or leave the labor force for other reasons.

Electrical & Electronic Engineers

Description

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Does not include Sales Engineers (OES 221260).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Registration for Professional Engineers and Land Surveyors for information. Almost all recent hires have completed four years of college with a bachelor degree in electrical or electronic engineering. Most employers require 18 to 36 months of prior experience. A few jobs are filled by promoting from Drafter or Designer positions. Many Electrical and Electronic Engineers develop specialties such as electronics manufacturing, electronics communication/broadcasting, electrical power/public utilities, or new products research and development. Promotions may lead to positions such as Project Engineer, Senior Engineer, and Principal Engineer. Almost all jobs are 40 hours per week. Willingness to work overtime may be important for job entry. Most employers report that computer word processing, spreadsheet, database, and AutoCad skills are also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$11.75 to \$15.25/hr	Median: \$13.82/hr
New Hires/Exp'd:	\$14.50 to \$21.50/hr	Median: \$16.78/hr
Exp'd/After 3 Years:	\$19.00 to \$26.25/hr	Median: \$20.14/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance and a retirement plan. Some provide vision insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in electrical and electronic engineering. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Electrical and Electronic Engineers in Sacramento and Yolo Counties are employed by government agencies, manufacturers, and engineering consulting firms. Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements. Some openings are filled by hiring unsolicited applicants and/or referrals from schools and training programs.

Employment Information

Occupation Size: Large. There are approximately 1,630 to 1,995 Electrical and Electronic Engineers currently employed in Sacramento and Yolo Counties. About 11 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Unpredictable due to the situation at McClellan AFB. Overall, however, growth is projected for the metropolitan area.

Projected Separations: 35-40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to perform basic mathematical calculations; ability to work as part of a team; ability to work independently.

Other Qualifications: Problem solving skills; attention to detail; ability to work under pressure; organizational and time management skills; ability to handle crisis situations.

Nationwide Job Outlook

Employment opportunities for electrical and electronics engineers are expected to be good through the year 2005. Most job openings will result from job growth and the need to replace electrical engineers who transfer to other occupations or leave the labor force. These openings should be sufficient to absorb the number of new graduates and other entrants. Employment in this engineering specialty is expected to increase about as fast as the average for all occupations. Job growth is expected to be fastest in industrial sectors other than manufacturing. Increased demand by businesses and government for computers and communications equipment is expected to account for much of the projected employment growth. Consumer demand for electrical and electronic goods and increased research and development on computers, robots, and other types of automation should create additional jobs. Because many electrical engineering jobs are defense related, cutbacks in defense spending could result in layoffs of electrical engineers, especially if a defense-related project or contract is unexpectedly canceled.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Electrical & Electronic Equipment Assemblers

Description

Assemblers of Electrical and Electronic Equipment-Precision assemble or modify prototypes or final assemblies of electrical or electronic equipment, such as missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar, sonar, and telemetering systems, or appliances. Includes workers who primarily assemble electrical systems for machinery (OES 931140).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from a trainee position. Promotions for Electrical and Electronic Equipment Assemblers may lead to supervisory positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$7.00/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$4.25 to \$7.50/hr	Median: \$5.25/hr
Exp'd/After 3 Years:	\$7.00 to \$9.00/hr	Median: \$7.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan and life insurance.

Getting the Training

Certificate programs take about one year to complete, although employers generally provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Electrical and Electronic Equipment Assemblers in Sacramento and Yolo Counties are employed by various manufacturers of electronic and electrical equipment or parts. Almost all employers fill openings by hiring referrals from employees. Most also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 975 to 1,195 Electrical and Electronic Equipment Assemblers currently employed in Sacramento and Yolo Counties. About 64 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 290-355 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; electronic and component and product assembly skills.

Physical Abilities: Good vision; ability to sit continuously for 2 or more hours; ability to perform precision work; ability to work rapidly.

Basic Skills: Ability to read and follow instructions.

Other Qualifications: Ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Opportunities for those who wish to become precision assemblers depend on the industries in which the jobs are located. For instance, there should be keen competition for assembly jobs in the aerospace and electronics industries. The aerospace industry is anticipating reductions in defense contracts through the 1990's, uncertain funding for space projects, and weaker commercial aircraft demand than was expected in the late 1980's. The electronics industry, on the other hand, faces the decade ahead with excellent prospects for growth. As firms invest in more automated production equipment and processes, however, the number of assembly jobs in electronics will fall. The effect of automation on employment will depend on how rapidly and extensively new manufacturing technologies are adopted. Not all precision assemblers can be replaced efficiently by automated processes. Flexible manufacturing systems are expensive, and a large volume of repetitive work is required to justify their purchase.

Electricians

Description

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes Protective Signal Installers and Repairers and Street Light Servicers (OES 872020).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require two to five years of prior experience. A few jobs are filled by promoting from apprentice positions. Journey-level status comes after several years of on-the-job experience. Promotions for Electricians may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week. Willingness to work weekends may be important for job entry. Employers report that a willingness to participate in drug testing is important. Some employers report that fiber optics skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$10.00/hr	Median: \$7.50/hr
New Hires/Exp'd:	\$10.00 to \$23.00/hr	Median: \$14.50/hr
Exp'd/After 3 Years:	\$15.00 to \$23.50/hr	Median: \$18.75/hr

Almost all employers provide medical insurance. Most also provide dental insurance, a retirement plan, a paid vacation, and life insurance. Many provide vision insurance. Some provide paid sick leave.

Getting the Training

Apprenticeship training takes about five years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Electricians in Sacramento and Yolo Counties are employed by electrical contractors. Some are self-employed. Most employers fill openings by hiring union or association referrals. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some openings are filled through in-house promotion.

Employment Information

Occupation Size: Large. There are approximately 1,585 to 1,940 Electricians currently employed in Sacramento and Yolo Counties. About 3 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 45-55 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 30-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; verbal communication skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations; ability to work independently.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs; ability to do strenuous, physically demanding work.

Other Qualifications: Attention to detail; ability to work under pressure; problem solving skills; ability to handle crisis situations; possess good DMV driving record.

Nationwide Job Outlook

Employment of electricians is expected to increase about as fast as the average for all occupations through the year 2005. As the population and the economy grow, many electricians will be needed to install and maintain electrical devices and wiring in homes, factories, offices, and other structures. New technologies also are expected to continue to stimulate the demand for these workers.

Increasingly, buildings will be prewired during construction to accommodate use of computers and telecommunications equipment. More and more factories will be using robots and automated manufacturing systems. Installation of this equipment, which is expected to increase, also should stimulate demand for electricians. Additional jobs will be created by rehabilitation and retrofitting of existing structures. In addition to jobs created by increased demand for electrical work, many openings will occur each year as electricians transfer to other occupations, retire, or leave the labor force for other reasons.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Electromedical & Biomedical Equipment Repairers

Also known as Bio-Med Equipment Techs

Description

Electromedical and Biomedical Equipment Repairers test, adjust, and repair electromedical equipment using hand tools and meters (OES 859080).

Training, Experience and Other Requirements

Most recent hires have completed two years of college. Most employers do not require prior experience. Promotions for Bio-Med Equipment Techs may lead to supervisory positions. Most jobs are 40 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$7.00 to \$17.50/hr	Median: \$14.21/hr
Exp'd/After 3 Years:	\$11.75 to \$18.50/hr	Median: \$15.92/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Certificate and degree programs in electrical and electronic engineering technology range in length from five months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Bio-Med Equipment Techs in Sacramento and Yolo Counties are employed by general medical and surgical hospitals. Most employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 60 to 70 Bio-Med Equipment Techs currently employed in Sacramento and Yolo Counties. About 15 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to keep maintenance and repair logs; ability to operate electric testing equipment; ability to repair electronic devices; ability to operate electronics testing equipment; knowledge of electronic technology; knowledge of electronic circuitry; ability to use precision tools; knowledge of electronic relays; ability to write effectively; ability to read blueprints.

Physical Abilities: Manual dexterity; finger dexterity; ability to lift at least 50 lbs repeatedly; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Possession of mechanical aptitude; ability to work independently; public contact skills; willingness to work with close supervision.

Nationwide Job Outlook

Well-qualified engineering technicians should experience good employment opportunities through the year 2005. Employment is expected to increase as fast as the average for all occupations due to expected continued growth in the output of technical products. Competitive pressures and advancing technology will force companies to improve and update manufacturing facilities and product designs more rapidly than in the past. However, like engineers, employment of engineering technicians is influenced by local and national economic conditions. In addition to growth, nearly as many job openings will be to replace technicians who retire or leave the labor force for other reasons.

Electronic Entertainment Equipment Repairers

Also known as Electronic and/or Service Techs

Description

Electronic Home Entertainment Equipment Repairers adjust and repair radio and television receivers, stereo systems, phonographs, tape recorders, video systems, and other electronic home entertainment equipment (OES 857080).

Training, Experience and Other Requirements

Most recent hires have completed high school plus vocational training. Most employers require prior experience. Promotions for Electronic Service Techs may lead to supervisory or management positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$8.50 to \$13.50/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$13.00/hr

Almost all employers provide a paid vacation. Many also provide paid sick leave.

Getting the Training

Certificate and degree programs in electrical and electronic engineering technology range in length from five months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Electronic Service Techs in Sacramento and Yolo Counties are employed by electronic, radio, and television stores and repair shops. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 90 to 110 Electronic Service Techs currently employed in Sacramento and Yolo Counties. About 9 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to operate electronic testing equipment; ability to operate circuit test equipment; ability to read schematics; soldering skills; understanding of internal workings of audio/video equipment; knowledge of electronic technology; knowledge of electronic circuitry; ability to repair electronic devices.

Physical Abilities: Possession of good color perception; ability to lift at least 10 lbs repeatedly; manual dexterity; good hearing; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Ability to work independently; customer service skills; willingness to work with close supervision.

Nationwide Job Outlook

Employment of electronic home entertainment equipment repairers is expected to decline through the year 2005. Improvements in reliability and ease of servicing should reduce service requirements even though the amount of equipment in use is expected to increase. Nevertheless, opportunities for electronic home entertainment equipment repairers should be good, in large part because many repairers transfer to higher paying occupations requiring a knowledge of electronics, such as computer and office machine repairer.

Electronic Pagination System Operators

Also known as Pre-Press Operators

Description

Using a computer screen, Electronic Pagination System Operators call up type and art elements from computer memory and, using knowledge of type styles and size and composition patterns, position them into completed pages. The composited pages are then transmitted for production into film or directly into plates (OES 897070).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college or vocational training. Some employers report that they always require prior experience. Most report that they are sometimes willing to accept training as a substitute for experience. Promotions for Pre-Press Operators may lead to supervisory positions. Almost all jobs are 40 hours per week. Some jobs are 20 hours per week. Willingness to work overtime, weekends, part-time, and nights is important for job entry. Most employers report that computer word processing and desktop publishing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$9.00/hr	Median: \$7.50/hr
New Hires/Exp'd:	\$7.50 to \$24.75/hr	Median: \$11.00/hr
Exp'd/After 3 Years:	\$10.00 to \$24.75/hr	Median: \$15.00/hr

Surveys indicated that union wages were typically at the top end of the range.

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance. Many provide paid sick leave, life insurance, and vision insurance. Some provide a retirement plan. Of those employers that have part-time employees, few provide fringe benefits.

Getting the Training

Certificate and degree programs range in length from one to two years, although on-the-job training may still be required. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Almost all Pre-Press Operators in Sacramento and Yolo Counties are employed by print shops and by newspaper and publishing companies. Almost all employers are non-union. Almost all employers recruit applicants through newspaper advertisements. Some also fill openings by hiring unsolicited applicants and/or referrals from employees.

Employment Information

Occupation Size: Small. Surveys indicate that there are approximately 130 to 160 Pre-Press Operators currently employed in Sacramento and Yolo Counties. About 22 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; verbal communication skills; English grammar and spelling skills; ability to work independently; writing skills; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Attention to detail; ability to work under pressure; organizational and time management skills; record keeping skills; problem solving skills.

Nationwide Job Outlook

Employment of pre-press workers is expected to grow more slowly than the average for all occupations through the year 2005. Demand for printed material should grow rapidly spurred by rising levels of personal income, increasing school enrollments, and higher levels of educational attainment. However, increased use of computers in typesetting and page layout should slow the growth of pre-press jobs.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Interviewers

Also known as Job Developers, Personnel Consultants, and Employment Services Reps

Description

Employment Interviewers interview job applicants in an employment office and refer them to prospective employers for consideration. They record and evaluate various pertinent data, search application files, notify selected applicants of job openings, refer qualified applicants to prospective employers, and contact employers to verify referral results and record data (OES 215080).

Training, Experience and Other Requirements

Most recent hires have completed two years of college. Some have completed four years of college. Most employers do not require prior experience. Some jobs are filled by promoting from Trainee or Intern positions. Promotions for Employment Interviewers may lead to supervisory positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.50 to \$10.50/hr	Median: \$8.57/hr
New Hires/Exp'd:	\$8.75 to \$14.00/hr	Median: \$11.37/hr
Exp'd/After 3 Years:	\$11.50 to \$17.50/hr	Median: \$13.57/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance and life insurance.

Getting the Training

Degree programs in business administration range in length from two to four years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Employment Interviewers in Sacramento and Yolo Counties are employed by government and employment agencies. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer and/or hire referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 300 to 365 Employment Interviewers currently employed in Sacramento and Yolo Counties. About 62 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to apply sales techniques; personnel interviewing skills; counseling skills; recordkeeping skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly; basic math skills.

Other Qualifications: Tactfulness; customer service skills; possession of a reliable vehicle; ability to work independently.

Nationwide Job Outlook

Employment in this occupation is expected to grow as fast as the average for all occupations through the year 2005. Most new jobs will be with temporary help or personnel supply firms. Relatively little growth is anticipated in State job service offices because of budgetary problems and the increasing use of computerized job matching and information systems. Some additional job openings will result from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. Expansion of firms supplying temporary help will be responsible for much of the growth in this occupation. Businesses of all types are turning to temporary help services companies for additional workers during busy periods, for handling short-term assignments or one-time projects, for launching new programs, and to reduce costs of pay and benefits associated with hiring permanent employees.

Firefighters

Description

Firefighters control and extinguish fires, protect life and property, and maintain equipment as volunteers or paid employees of city, township, State, or Federal governments (OES 630080).

Training, Experience and Other Requirements

Most recent hires have completed high school and some vocational training. Most employers do not require prior experience. Training program completion is not usually required, but may be helpful with the difficult and competitive written and oral examinations. Promotions for Firefighters may lead to Captain, Assistant Chief, and Fire Chief positions. Although Firefighters average about 56 hours per week, they generally work for periods of several days and then are off for several days.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.25 to \$10.75/hr	Median: \$9.91/hr
New Hires/Exp'd:	\$9.25 to \$11.25/hr	Median: \$9.91/hr
Exp'd/After 3 Years:	\$10.00 to \$13.75/hr	Median: \$11.46/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from one to two years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Firefighters are employed by government agencies. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from schools and training programs.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 565 to 690 Firefighters currently employed in Sacramento and Yolo Counties. About 5 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Public contact skills; ability to take vital signs; knowledge of medical terminology.

Physical Abilities: Pass a physical performance test; pass a pre-employment medical examination; good hearing; good vision; possess agility and coordination; ability to climb to high places; ability to lift at least 50 lbs; ability to stand continuously for 2 or more hours; ability to lift at least 100 lbs.

Basic Skills: Ability to read and follow instructions; willingness to work with close supervision; ability to work independently; oral communication skills; ability to write legibly; ability to perform basic mathematical computations.

Other Qualifications: Pass oral and/or written exam; possess clean police record; ability to administer emergency first aid.

Nationwide Job Outlook

Employment of firefighters is expected to increase about as fast as the average for all occupations through the year 2005 as a result of the increase in the Nation's population and fire protection needs. In addition, the number of paid firefighter positions is expected to increase as a percentage of all firefighter jobs, especially in smaller communities with expanding populations. However, little growth is expected in large, urban fire departments. Turnover of firefighter jobs is unusually low, particularly for an occupation that requires a relatively limited investment in formal education. Nevertheless, most job openings are expected to result from the need to replace those who retire or leave the occupation.

First Line Supervisors & Managers, Retail Sales

Also known as Store Managers and Assistant Managers

Description

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work (OES 410020).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from positions such as Salesperson, Manager Trainee, and Cashier. Promotions for Retail Sales Managers may lead to higher level management positions. Most jobs are 40 hours per week. Willingness to work nights, weekends and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data		
New Hires/Exp'd:	\$7.25 to \$14.50/hr	Median: \$12.50/hr	
Exp'd/After 3 Years:	\$11.25 to \$16.75/hr	Median: \$14.42/hr	

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance and life insurance. Most also provide vision insurance.

Getting the Training

Certificate and degree programs take about two years to complete, although employers often provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Retail Sales Managers in Sacramento and Yolo Counties are employed by grocery stores, department stores, and general merchandise stores. Almost all employers fill openings through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 5,395 to 6,595 Retail Sales Managers currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 155-190 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 85-105 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Problem solving skills; ability to manage an activity or department; ability to plan and organize the work of others; ability to apply sales techniques; ability to hire and assign personnel; business math skills; verbal presentation skills; record keeping skills; ability to write effectively; report writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Public contact skills; ability to work independently; customer service skills; ability to work under pressure; ability to handle crisis situations; understanding of a variety of cultures.

Nationwide Job Outlook

Overall employment of salaried retail managers is expected to grow about as fast as the average for all occupations through the year 2005. Faster than average growth is expected in appliance, radio, television, and music stores, while average growth is expected in miscellaneous shopping goods stores, and slower than average growth is expected in department stores. Retail establishments are growing in number and size. However, similar to other industries, corporate downsizing and restructuring may temper demand for retail managers as many firms are improving operating efficiency by using computerized registers and inventory control systems.

Floral Designers

Description

Floral Designers design and fashion live, cut, dried and artificial floral and floral arrangements. They prepare standard arrangements or prepare arrangements at the customer's request. They make estimates of costs of arrangements, may wait on customers, and direct or instruct other workers (OES 340381).

Training, Experience and Other Requirements

Most recent hires have completed high school and some vocational training. Most employers require prior experience. Many jobs are filled by promoting from Driver or Sales/Counterperson positions. Promotions for Floral Designers may lead to supervisory positions. Most jobs are 20-25 hours per week. Many jobs are 40 hours per week. Willingness to work part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$6.00/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$5.50 to \$8.00/hr	Median: \$6.50/hr
Exp'd/After 3 Years:	\$7.00 to \$10.00/hr	Median: \$8.00/hr

Almost all employers provide a paid vacation.

Getting the Training

Certificate programs range in length from two months to one year. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Floral Designers are employed by florists. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees, employment agencies, and schools and training programs.

Employment Information

Occupation Size: Small. There are approximately 185 to 225 Floral Designers currently employed in Sacramento and Yolo Counties. About 52 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Artistic skills; ability to prepare displays; ability to use hand tools.

Physical Abilities: Ability to stand continuously for 2 or more hours; good eye-hand coordination; possession of good color perception.

Basic Skills: Oral communication skills; ability to write legibly; ability to read and follow instructions; basic math skills.

Other Qualifications: Customer service skills; willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Floral design should experience healthy growth with the addition of floral departments in many grocery stores. While most areas of design are highly competitive, this is not the case in floral design. Relatively low pay and limited opportunities for advancement restrict the supply of suitable applicants. As a result, finding a job as a floral designer should be relatively easy. In addition, many openings will result from the need to replace those who leave the field.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Food Preparation Workers

Description

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen. (OES 650380).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Some employers report that they always require prior experience. Almost all report that they are willing to accept training as a substitute for experience. Promotions for Food Prep Workers may lead to Line Cook, Cook, and management positions. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work weekends, nights, part-time, on-call, overtime, and temporary is important for job entry. Willingness to participate in drug testing may also be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$11.00/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.00 to \$11.75/hr	Median: \$6.50/hr
Exp'd/After 3 Years:	\$6.00 to \$13.50/hr	Median: \$7.00/hr

Most employers provide medical insurance and other benefits, including dental insurance, a paid vacation, vision insurance, life insurance, and paid sick leave. Many also provide a retirement plan. Of those employers that have part-time employees, some provide fringe benefits, including medical insurance.

Getting the Training

Most employers provide on-the-job training, although programs for cooking related occupations are available. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Food Prep Workers in Sacramento and Yolo Counties are employed by restaurants and school districts. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Some also fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 7,055 to 8,620 Food Preparation Workers currently employed in Sacramento and Yolo Counties. About 41 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 215-265 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 250-300 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; ability to work independently; verbal communication skills; English grammar and spelling skills; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs.; ability to do strenuous, physically demanding work; ability to pass a pre-employment medical exam; ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; problem solving skills; ability to handle crisis situations; multi-cultural familiarity; supervisory skills; record keeping skills; plan and organize the work of others; trained in CPR and first aid techniques.

Nationwide Job Outlook

Job openings for chefs, cooks, and other kitchen workers are expected to be excellent through the year 2005. Growth in demand for these workers will create many new jobs, but most openings will arise from the need to replace the relatively high proportion of workers who leave this very large occupation each year. There is substantial turnover in many of these jobs because their limited requirements for formal education and training allow easy entry, and the many part-time positions are attractive to persons seeking a short-term source of income rather than a career.

Food Service (Restaurant) Managers

Description

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors (OES 150261).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Some employers report that they always require prior experience. Promotions for Restaurant Managers may lead to General Manager. Almost all jobs are 40-50 hours per week. Willingness to work nights, weekends, overtime, on-call, part-time, and temporary is important for job entry. Willingness to participate in drug testing may also be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$13.50/hr	Median: \$8.87/hr
New Hires/Exp'd:	\$6.50 to \$17.50/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$8.50 to \$17.50/hr	Median: \$10.18/hr

Most employers provide medical insurance and other benefits, including dental insurance and a paid vacation. Many also provide life insurance and a retirement plan. Some provide vision insurance and paid sick leave.

Getting the Training

Certificate and degree programs in food services generally range in length from six months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Most Restaurant Managers in Sacramento and Yolo Counties are employed by restaurants and hotels. Almost all employers are non-union. Most employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,090 to 1,335 Restaurant Managers currently employed in Sacramento and Yolo Counties. About 40 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 40-50 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work; ability to perform basic mathematical calculations; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to do strenuous, physically demanding work; ability to lift at least 50 lbs.; ability to pass a pre-employment medical exam.

Other Qualifications: Organizational and time management skills; attention to detail; plan and organize the work of others; problem solving skills; ability to work under pressure; ability to handle crisis situations; record keeping skills; supervisory skills; multi-cultural familiarity; trained in CPR and first aid techniques.

Nationwide Job Outlook

Employment of restaurant and food service managers is expected to increase much faster than the average for all occupations through the year 2005. In addition to growth in demand for these managers, the need to replace managers who transfer to other occupations or stop working will create many job openings. Job opportunities are expected to be best for persons with bachelor's or associate degrees in restaurant and institutional food service management. Employment growth is expected to vary by industry. Eating and drinking places will provide the most new jobs as the number of eating and drinking establishments increases and other industries continue to contract out their food services.

Gardeners & Groundskeepers

Description

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Does not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires (OES 790300).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from Laborer or Maintenance Worker positions. Promotions for Gardeners and Groundskeepers may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week. Some jobs are seasonal.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$11.25/hr	Median: \$9.09/hr
New Hires/Exp'd:	\$6.00 to \$11.75/hr	Median: \$9.35/hr
Exp'd/After 3 Years:	\$8.00 to \$12.25/hr	Median: \$11.22/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Gardeners and Groundskeepers in Sacramento and Yolo Counties are employed by landscaping and garden/maintenance firms, schools, and government agencies. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 2,620 to 3,205 Gardeners and Groundskeepers currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 60-75 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 30-40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Lawn and garden care skills; knowledge of gardening tools; possession of a valid driver's license; pruning skills; knowledge of pesticides and herbicides.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions.

Other Qualifications: Willingness to work with close supervision; ability to work independently; possession of a good DMV driving record.

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005 in response to increasing demand for gardening and landscaping services. Furthermore, a large number of job openings are expected to result from the need to replace workers who transfer to other occupations or leave the labor force. Because wages for beginners are low and the work is physically demanding, many employers have difficulty attracting enough workers to fill all openings. Expected growth in the construction of commercial and industrial buildings, shopping malls, homes, highways, and parks and recreational facilities should stimulate demand for these workers. Developers are increasingly using landscaping services, both interior and exterior, to attract prospective buyers and tenants. Also, a growing number of homeowners are using lawn maintenance and landscaping services.

General Office Clerks

Description

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined (OES 553470).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers report that they usually require prior experience. Promotions for General Office Clerks may lead to higher level clerical positions. Almost all jobs are 40 hours per week. Willingness to work overtime and weekends is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing and spreadsheet skills are important. Many also report that computer database skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$9.25/hr	Median: \$7.42/hr
New Hires/Exp'd:	\$7.00 to \$11.50/hr	Median: \$8.75/hr
Exp'd/After 3 Years:	\$8.50 to \$14.50/hr	Median: \$9.86/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, and paid sick leave. Most also provide life insurance and a retirement plan. Many provide vision insurance.

Getting the Training

Certificate and degree programs for clerical-related occupations range in length from two months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges or universities who offer related programs.

Getting the Job

General Office Clerks in Sacramento and Yolo Counties are employed in most industries, with about one out of every three jobs provided by government agencies and educational institutions. Almost all employers are non-union. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings through in-house promotion or transfer. Some hire referrals from employment agencies.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 23,535 to 28,765 General Office Clerks currently employed in Sacramento and Yolo Counties. About 81 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 490-600 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 425-520 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; English grammar and spelling skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to lift at least 10 lbs.; ability to stand continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; record keeping skills; problem solving skills; ability to work under pressure; ability to handle crisis situations; possess a good DMV driving record; ability to plan and organize the work of others; multi-cultural familiarity; supervisory skills.

Nationwide Job Outlook

Employment of general office clerks is expected to grow about as fast as the average for all occupations through the year 2005 as more small businesses place a single office worker--frequently a general office clerk--in charge of all clerical work. Opportunities for persons interested in becoming general office clerks should be quite favorable. The large size and high turnover of this occupation should produce a significant number of job openings. Jobseekers who have typing and other secretarial skills, basic computer skills, and knowledge of office machine operation such as fax machines and copiers should have the best opportunities.

Grader, Dozer & Scraper (Heavy Equip.) Operators

Also known as Heavy Equipment Operators

Description

Grader, Dozer, and Scraper Operators operate power vehicles equipped with blades to remove, distribute, level, or grade earth. Does not include workers who operate paving, surfacing, and tamping equipment (OES 979380).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from Apprentice positions. Promotions for Heavy Equipment Operators may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are seasonal. Willingness to work on-call, and the willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.00 to \$10.50/hr	Median: \$10.45/hr
New Hires/Exp'd:	\$12.00 to \$25.00/hr	Median: \$22.00/hr
Exp'd/After 3 Years:	\$15.00 to \$35.00/hr	Median: \$22.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Apprenticeship training takes about three years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Heavy Equipment Operators in Sacramento and Yolo Counties are employed by construction contractors. Most employers fill openings by hiring union referrals. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 190 to 230 Heavy Equipment Operators currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to follow safe equipment operating practices; ability to implement safe work practices.

Physical Abilities: Good eye, hand and foot coordination; ability to tolerate a dusty environment; ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work independently; willingness to work with close supervision; possession of good DMV driving record; possession of mechanical aptitude.

Nationwide Job Outlook

Opportunities for those who wish to become material moving equipment operators are related to the outlook of the industries in which they are employed. The construction and manufacturing industries, where the majority of these workers are employed, are very sensitive to changes in economic conditions. Overall employment of material moving equipment operators is expected to increase more slowly than the average for all occupations through the year 2005. Equipment improvements, including the growing automation of material handling in factories and warehouses, are expected to restrain growth of these occupations. Nevertheless, many opportunities will arise from the need to replace experienced workers who transfer to other occupations or leave the labor force.

Graphic Arts Designers & Technicians

Summarized from a Roundtable Discussion

Non-OES Occupational Outlook Survey

Description

There is a good deal of confusion over the difference between a Graphic Artist and a Graphic Designer. Indeed, Graphic Art and Graphic Design are commonly used (often interchangeably) as umbrella terms describing a work activity that includes several different occupations spread over several industries. Although not always used correctly, the job title of Graphic Artist describes a TECHNICIAN, one who assists the DESIGNER in the technical aspects of graphic design and production, and/or one who uses desktop publishing skills to create and produce graphics that don't necessarily require the skills of a Designer. A Designer, on the other hand, is an individual with extensive training in the theory and practice of graphic design. Some Designers may specialize in advertising related work. Occupations found within the Technician grouping include Graphic Artists, Production Artists, and Desktop Publishing Specialists. An ILLUSTRATOR is a person who paints or draws pictures for books, magazines, films, and paper products. Many Illustrators do a variety of illustrations, but some specialize in a particular field such as Medical Illustration or Fashion Art. Others will apply their illustration skills in their jobs as Graphic Designers.

Training, Experience and Other Requirements

While Graphic Designers often have four to five years of education and training, a portfolio which showcases a Designer's most impressive accomplishments appears to be the most important criteria in finding employment. Nevertheless, few people can obtain the necessary skills without attending a school with a quality graphic design program. Such a program should include internships to gain practical experience, and should not overlook the importance of acquiring sales and business skills. For Graphic Arts Technicians, 2 years of related education and training seems to be adequate, although some of the competition for jobs may come from persons with bachelor degrees looking for a chance to get their foot in the door of the organization. The career path for Graphic Designers may include self-employment or freelancing, owning one's own design studio, becoming an Art Director, or achieving recognition as an Artist. From Art Director, a few may become Creative Directors for advertising firms or large design studios, although this "high status" position is usually filled by someone with a copywriting background. The career path for Graphic Arts Technicians varies depending on the employer and the skill level of the individual. Promotion or transition to Graphic Designer is a possibility for a few who have acquired the necessary skills. For some, self-employment or freelancing is a goal; for others, it is synonymous with unemployment.

Potential Earnings

Wages for Graphic Designers varies widely. Nationally, according to the U.S. Department of Labor, the middle 50 percent of visual artists earn between \$15,700 and \$29,600 per year. Census data indicate that the average annual income for "Designers" in Sacramento is about \$21,000. --17.5 percent below the average for all occupations. Wages for Graphic Arts Technicians are generally considered to be "low" (more specific data is not available).

Getting the Training

Certificate and degree programs range in length from two to four years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Graphic Designers are employed by advertising agencies, graphics design studios, newspapers and publishing companies, large retailers, other large employers and associations, schools and government agencies, television stations, and large or specialized film production companies. Some work on a freelance basis or are self-employed. Graphic Arts Technicians are employed by print shops and service bureaus, government agencies, and organizations that do in-house graphics for advertising, marketing, and other purposes. Production Artists are employed by advertising agencies and graphic design studios as well. Some Graphic Arts Technicians work on a freelance basis or are self-employed. About 52 percent of the Graphic Designers in California are female.

Computer Hardware and Software

Advances and greater affordability in both computer hardware and software now make the use of a computer in graphic art and design work virtually mandatory. The standard hardware is a Macintosh computer, although improvements in DOS and Windows software now make the IBM compatible computer a viable option for most desktop publishing tasks. For the serious Designer, a large high quality color monitor is very important. A laser printer and a fax modem are now standard requirements, and a CD ROM drive may soon become a standard as well. Pagemaker and, more recently, Quark Express are today's standards for desktop publishing software programs, although WordPerfect and Microsoft Word can move beyond word processing and into light desktop publishing. The software library for Designers with Macs will also include Freehand, Adobe Illustrator, and Adobe PhotoShop; for PC users, Corel Draw is the latest "hot ticket." Graphics for broadcast purposes are often created using an Amiga computer.

Grocery Checkers

Non-OES Occupational Outlook Survey

Description

Cashier-Checkers operate cash registers to itemize and total customer purchases in grocery, department, or other retail stores, review price sheets to note price changes and sale items. Collect cash, check or charge payment from customers and make change for cash transactions. Stocks shelves and marks prices on item. May use electronic scanner to record price (DOT 211.462-014).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. Some jobs are filled by promoting from Courtesy Clerk positions. Promotions for Grocery Checkers may lead to supervisory or management positions. Most jobs are 20-30 hours per week. Many jobs are 40 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work part-time or on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$8.25/hr	Median: \$6.38/hr
New Hires/Exp'd:	\$8.50 to \$15.00/hr	Median: \$8.60/hr
Exp'd/After 3 Years:	\$8.50 to \$15.00/hr	Median: \$11.96/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, a retirement plan, paid sick leave, dental insurance, and vision insurance. Most also provide life insurance.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Almost all employers fill openings through in-house promotion. Some also recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Large. There are approximately 3,025 to 3,695 Grocery Checkers currently employed in Sacramento and Yolo Counties. About 69 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 85-105 projected job openings per year due to a net increase in occupation size.

Projected Separations: 180-220 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Public contact skills; bondable; knowledge of check cashing procedures; ability to operate a computerized cash register.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Patience with customers; ability to tolerate varied work schedules; ability to work under pressure; willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment of cashiers (including grocery checkers) is expected to increase about as fast as the average for all occupations through the year 2005 due to expanding demand for goods and services by a growing population. Although growth will account for numerous openings, most jobs will result from the need to replace experienced workers who transfer to other occupations or leave the labor force.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Guards & Security Officers

Description

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules. They guard property against fire, theft, vandalism, and illegal entry. They direct patrons or employees, answer questions relative to services of establishments, and control traffic to and from buildings or grounds (OES 630470).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience although, once hired, registration with the State Department of Consumer Affairs is required. Promotions for Security Officers may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Willingness to work weekends, nights, and overtime may be important for job entry. Employers report that a willingness to participate in drug testing is important. Some employers report a short supply of applicants with adequate English grammar, spelling, and writing skills.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$7.00/hr	Median: \$5.25/hr
New Hires/Exp'd:	\$5.25 to \$8.25/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$6.25 to \$9.50/hr	Median: \$6.75/hr

Almost all employers provide a paid vacation. Most also provide medical insurance and dental insurance. Some provide vision insurance, life insurance, paid sick leave, and a retirement plan. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs range in length from two to forty-eight hours and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Security Officers in Sacramento and Yolo Counties are employed by private security firms. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Additional recruitment methods include: hiring unsolicited applicants, in-house promotion or transfer, Employment Development Department referrals, and school and training program referrals.

Employment Information

Occupation Size: Very Large. There are approximately 3,605 to 4,410 Security Officers currently employed in Sacramento and Yolo Counties. About 16 percent in California are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: 135-165 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 70-85 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; ability to work independently; verbal communication skills; ability to work as part of a team; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to lift at least 10 lbs.

Other Qualifications: Ability to handle crisis situations; attention to detail; ability to work under pressure; record keeping skills; problem solving skills.

Nationwide Job Outlook

Employment of guards is expected to grow much faster than the average for all occupations through the year 2005. Increased concern about crime, vandalism, and terrorism will heighten the need for security in and around plants, stores, offices, and recreation areas. The level of business investment in increasingly expensive plants and equipment is expected to rise, resulting in growth in the number of guard jobs. Demand for guards will also grow as private security firms increasingly perform duties-such as monitoring crowds at airports and providing security in courts- formerly handled by government police officers and marshals. Because engaging the services of a security guard firm is easier and less costly than assuming direct responsibility for hiring, training, and managing a security guard force, job growth is expected to be concentrated among contract security guard agencies. High turnover and this occupation's large size ranks it among those providing the greatest number of job openings in the entire economy.

Hairdressers, Hairstylists & Cosmetologists

Description

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Does not include Shampooers, Manicurists, and Beauty School Instructors (OES 680050).

Training, Experience and Other Requirements

Completion of a cosmetology training program and licensing is required for this occupation; contact the State Board of Cosmetology for information. Most employers do not require prior experience. Promotions for Cosmetologists may lead to supervisory or management positions, or may take the form of self-employment. Most jobs are 40 hours per week. Many jobs are 20-25 hours per week. Willingness to work weekends, part-time, overtime, nights, and on-call is important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$6.00/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$5.00 to \$12.00/hr	Median: \$5.75/hr
Exp'd/After 3 Years:	\$6.00 to \$14.50/hr	Median: \$7.00/hr

These wages do not include tips. Some may work on a commission basis.

Most employers provide medical insurance. Almost all provide a paid vacation. Many provide dental insurance. Some provide vision insurance. Of those employers that have part-time employees, few provide fringe benefits.

Getting the Training

Certificate and degree programs range in length from ten months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Most Cosmetologists in Sacramento and Yolo Counties are employed by beauty and hairstyling shops, and by department stores with hair salons. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring unsolicited applicants and/or by hiring referrals from schools or training programs.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,495 to 1,825 Cosmetologists currently employed in Sacramento and Yolo Counties. About 86 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 55-65 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work independently; verbal communication skills; ability to work as part of a team; ability to perform routine, repetitive work; English grammar and spelling skills; ability to perform basic mathematical calculations; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Attention to detail; organizational and time management skills; ability to work under pressure; multi-cultural familiarity; problem solving skills; ability to handle crisis situations; record keeping skills.

Nationwide Job Outlook

Overall employment of cosmetologists is expected to grow faster than the average for all occupations through the year 2005. Population growth, rising incomes, and a growing demand for the services that they provide will stimulate the demand for these workers. The annual number of job openings in cosmetology should be quite large due to the large size of the occupation and expected rapid employment growth. However, there appears to be a large reserve pool of licensed cosmetologists who move into and out of the occupation. Consequently, newly licensed jobseekers in this field are likely to compete for openings with an experienced pool of workers who choose to reenter the labor force.

Hand Packers & Packagers

Description

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training (OES 989020).

Training, Experience and Other Requirements

Many recent hires have completed high school. Most employers do not require prior experience. Promotions for Hand Packers and Packagers may lead to machine operator or supervisory positions. Most jobs are 40 hours per week. Some jobs are 25-30 hours per week. Willingness to work weekends, overtime, and seasonal may be important for job entry. Some employers report a shortage of adequate English communication skills.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$6.00/hr	Median: \$4.50/hr
New Hires/Exp'd:	\$4.50 to \$6.00/hr	Median: \$5.00/hr
Exp'd/After 3 Years:	\$5.00 to \$9.00/hr	Median: \$6.88/hr

Many employers provide medical insurance. Some provide dental insurance, a paid vacation, life insurance, paid sick leave, vision insurance, and a retirement plan. Few employers provide medical insurance for part-time employees.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Hand Packers and Packagers in Sacramento and Yolo Counties are employed in a wide variety of industries, including wholesalers, employment agencies, direct mail advertising services, and newspaper publishers. Most fill openings by hiring referrals from employees. Many also fill openings by hiring unsolicited applicants. Some recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from public and private employment agencies.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 2,365 to 2,890 Hand Packers and Packagers currently employed in Sacramento and Yolo Counties. About 61 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 50-65 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; verbal communication skills; ability to work independently.

Physical Abilities: Ability to lift at least 10 lbs; ability to stand continuously for 2 or more hours.

Other Qualifications: Attention to detail; ability to work under pressure.

Nationwide Job Outlook

Job openings should be numerous because the occupation is large and turnover is relatively high-characteristic of occupations that require little formal training. Employment is expected to grow about as fast as the average for all occupations through the year 2005. Employment growth will be affected by automation. Some of these jobs are repetitive and, therefore, easily replaced by new machines and equipment that can improve productivity and quality control. Automated material handling equipment, such as conveyor belts and computer-controlled lift mechanisms and machines that automatically load, unload, and package materials, will be increasingly used, eliminating some helper, handler, and hand packer and packager jobs. In addition to automation, many employers have adopted cost cutting measures such as job combinations, in which one employee performs the work previously done by two different types of workers. This may cause displacement of some workers, because their jobs may be assumed by more highly skilled workers who perform the skilled labor as well as the helper's work.

Hard Tile Setters & Tile Layers

Description

Hard Tile Setters apply tile to walls, floors, ceilings, and promenade roof decks following design specifications (OES 873080).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from helper and laborer positions. Promotions for Tile Layers may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week. Willingness to work on-call or part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$10.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$9.00 to \$24.00/hr	Median: \$16.00/hr
Exp'd/After 3 Years:	\$13.00 to \$30.00/hr	Median: \$21.00/hr

Many employers provide medical insurance and dental insurance.

Getting the Training

Apprenticeship training takes about three years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Tile Layers in Sacramento and Yolo Counties are employed by tile contractors. Employers fill openings by hiring union referrals or by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 140 to 170 Tile Layers currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use and read a tape measure; possession of a valid driver's license; shop math skills; basic construction skills; artistic skills.

Physical Abilities: Ability to kneel for extended periods of time; manual dexterity; ability to lift 50 lbs repeatedly; ability to stand continuously for 2 or more hours; possess good color perception.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment of tilesetters is expected to increase about as fast as the average for all occupations through the year 2005. Population and business growth, which should result in more construction of shopping malls, hospitals, schools, restaurants, and other structures where tile is used extensively, will stimulate demand for tilesetters. Tile is also being used more extensively in more expensive homes, and construction of these homes is expected to increase. Increasing popularity of tile as a building material is also expected to increase the demand for tilesetters. Despite the increased demand for tilesetting, most job openings will result from the need to replace tilesetters who retire or leave the occupation for other reasons. Job opportunities will not be as plentiful as in other construction occupations because the occupation is small and turnover is relatively low.

Hazardous Materials Technicians

Also known as Haz-Mat Specialists and Field/Environmental Techs

Non-OES Occupational Outlook Survey

Description

Hazardous Materials Technicians apply their knowledge of chemistry, physical science and hazardous materials in taking water and soil samples or in performing some combination of: collecting, handling, storing, transporting, recycling, disposing, safety, or sales related work dealing with hazardous materials. They may also be called Haz-Mat Specialist, Haz-Mat Technician, Field Technician, Environmental Technician, or Technician.

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college. Most employers do not require prior experience. Promotions for Hazardous Materials Technicians may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work overtime, nights, and weekends may be important for job entry. Employers report that a willingness to participate in drug testing and computer spreadsheet, database, and word processing skills are also important. Some employers report a short supply of adequate writing skills.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$14.00/hr	Median: \$10.17/hr
New Hires/Exp'd:	\$10.00 to \$20.25/hr	Median: \$13.00/hr
Exp'd/After 3 Years:	\$12.00 to \$23.25/hr	Median: \$14.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan, life insurance, and vision insurance.

Getting the Training

Certificate and degree programs take about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Hazardous Materials Technicians are employed in many industries throughout California: government (city, county, state and fire), waste management firms, consulting services/firms (engineering, geology and biological science), pest control firms, wholesalers of chemical and petroleum products, manufacturers (various), and utility companies. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants and/or referrals from employees. Some openings are filled through in-house promotion.

Employment Information

Occupation Size: Medium. There are approximately 1,000 to 1,500 Hazardous Materials Technicians currently employed in Sacramento and Yolo Counties. About 34 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Insufficient data; however, most employers surveyed expect this occupation to grow.

Projected Separations: Insufficient Data

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; English grammar and spelling skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to lift at least 10 lbs; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; problem solving skills; record keeping skills; possess good DMV driving record; ability to work under pressure; ability to handle crisis situations; trained in CPR and first aid techniques; organizational and time management skills.

Nationwide Job Outlook

Employment of science-related technicians is expected to increase about as fast as the average for all occupations through the year 2005. Continued growth of scientific research and development and the production of technical products should spur demand for all science-related technicians. Advances in biotechnology will increase the need for biological technicians in particular. Job growth will be moderated somewhat by an expected slowdown in overall employment growth in the chemical industry, where many chemical technicians are employed. Most job openings will arise from the need to replace technicians who retire or leave the labor force for other reasons. Nevertheless, job opportunities are expected to be very good for graduates of science technician training programs who are well-trained on the equipment currently in use. Employers are seeking well trained individuals with highly developed technical and communication skills.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Heating, Air Conditioning & Refrigeration Mechanics

Also known as HVAC (Heating, Ventilation, and Air Conditioning) Technicians

Description

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems (OES 859020).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some vocational training. Most employers do not require prior experience. A few jobs are filled by promoting from Apprentice positions. Promotions for HVAC Technicians may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$9.00/hr	Median: \$7.50/hr
New Hires/Exp'd:	\$9.50 to \$13.00/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$12.00 to \$25.00/hr	Median: \$15.50/hr

Most employers provide medical insurance and other benefits, including a paid vacation, a retirement plan, dental insurance, and life insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most HVAC Technicians in Sacramento and Yolo Counties are employed by plumbing, heating, and air conditioning firms. Most employers fill openings by hiring unsolicited applicants. Many also fill openings by hiring union referrals.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 825 to 1,005 HVAC Technicians currently employed in Sacramento and Yolo Counties. About 1 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Possession of a valid driver's license; ability to read blueprints.

Physical Abilities: Ability to lift at least 50 lbs repeatedly; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; basic math skills; ability to write legibly; oral communication skills.

Other Qualifications: Possession of a good DMV driving record; ability to work independently; ability to handle crisis situations; possession of a reliable vehicle.

Nationwide Job Outlook

Job prospects are expected to be very good. In addition to jobs created by economic growth, thousands of openings will result from the need to replace workers who transfer to other occupations or leave the labor force. Although relatively few heating, air-conditioning, and refrigeration technicians transfer to other occupations-reflecting their lengthy investment in training and the relatively high wages and benefits in this trade-the number of retirements is expected to rise as more of these workers reach retirement age. As the population and economy grow and new residential, commercial, and industrial structures are built, more technicians will be needed to install and maintain climate control systems. Those who specialize in equipment installation may experience periods of unemployment when construction activity declines. However, employment of those doing maintenance work is relatively stable.

Home Health Care Workers

Description

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers (OES 660110).

Training, Experience and Other Requirements

Almost all recent hires have completed high school and some vocational training. Most employers require about 12 months of prior experience and certification as a Home Health Aide or Nursing Assistant (CNA). With additional education or training, promotions for Home Health Care Workers may lead to other healthcare positions such as Licensed Vocational Nurse (LVN). Most jobs are on-call, 10-25 hours per week. Some jobs are 35-40 hours per week. Willingness to work nights, weekends, on-call, part-time, and temporary may be important for job entry. Some employers report that computer skills are becoming increasingly important. Some employers also report a short supply of applicants who are certified as Home Health Aides.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$9.50/hr	Median: \$8.25/hr
New Hires/Exp'd:	\$7.25 to \$10.00/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$8.00 to \$11.75/hr	Median: \$10.39/hr

Most employers provide medical insurance and a paid vacation. Many also provide dental insurance, paid sick leave, and life insurance. Some provide vision insurance and a retirement plan. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs range in length from three to six months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Home Health Care Workers in Sacramento and Yolo Counties are employed by residential care services, home health care services, and temporary employment agencies. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 560 to 690 Home Health Care Workers currently employed in Sacramento and Yolo Counties. About 82 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work independently; ability to work as part of a team; verbal communication skills; ability to perform routine, repetitive work; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to lift at least 50 lbs; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; trained in CPR and first aid techniques; problem solving skills; organizational and time management skills; possess good DMV driving record; record keeping skills; ability to handle crisis situations; ability to work under pressure.

Nationwide Job Outlook

A large number of job openings is expected for homemaker-home health aides, due to very rapid growth and very high turnover. Homemaker-home health aides is expected to be one of the fastest growing occupations through the year 2005-more than doubling in employment size. The number of people in their seventies and beyond is projected to rise substantially. This age group is characterized by mounting health problems that require some assistance. Also, there will be an increasing reliance on home care for patients of all ages. Replacement needs are also expected to produce numerous openings. Turnover is high, a reflection of the relatively low skill requirements, low pay, and high emotional demands of the work. For these same reasons, many people are unwilling to do this kind of work. Therefore, persons who are interested in this work and suited for it should have excellent job opportunities, particularly those with experience or training as homemaker-home health aides or nursing aides.

Hotel Catering Managers

Non-OES Occupational Outlook Survey

Description

Hotel Catering Managers coordinate food service activities for conferences, meetings, seminars, conventions, and expositions. Estimates food and beverage costs and requisitions or purchases supplies. Confers with food preparation and other personnel to plan menus and related activities. Directs hiring and assignment of personnel. May also be responsible for planning meetings and conferences, including budgeting and coordination of travel, entertainment and equipment.

Training, Experience and Other Requirements

Most recent hires have completed four years of college with a bachelor degree. Most employers require prior experience. Promotions for Hotel Catering Managers may lead to higher levels of management. Almost all jobs are 40-50 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd: \$18,000 to \$23,000 /year
New Hires/Exp'd: \$23,000 to \$30,000 /year
Exp'd/After 3 Years: \$26,000 to \$39,000 /year

Hotel Catering Managers may also receive bonuses.

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan and life insurance. Many provide vision insurance.

Getting the Training

Degree programs range in length from two to four years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer and/or hire referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 30 to 50 Hotel Catering Managers currently employed in Sacramento and Yolo Counties. About 40 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Insufficient Data

Nationwide Job Outlook

Employment of salaried hotel managers is expected to grow about as fast as the average for all occupations through the year 2005 as more hotels and motels are built. Business travel will continue to grow, and increased domestic and foreign tourism will also create demand for additional hotels. (No specific information on Hotel Catering Managers is available.)

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Hotel Desk Clerks

Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests (OES 538080).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Hotel Desk Clerks may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work part-time or on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$6.00/hr	Median: \$5.78/hr
New Hires/Exp'd:	\$4.25 to \$6.50/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$5.00 to \$7.25/hr	Median: \$7.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance. Many provide a retirement plan.

Getting the Training

Certificate programs range in length from four to six months, although employers often provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Hotel Desk Clerks in Sacramento and Yolo Counties are employed by hotels and motels. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 310 to 380 Hotel Desk Clerks currently employed in Sacramento and Yolo Counties. About 62 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Cash handling skills; ability to follow billing procedures; ability to write effectively.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly; basic math skills.

Other Qualifications: Public contact skills; ability to work under pressure; customer service skills; ability to handle crisis situations; good grooming skills; willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment is expected to grow faster than the average for all occupations through the year 2005 as more hotels, motels, and other lodging establishments are built and as occupancy rates rise. In addition, job opportunities should be relatively good because turnover is very high. Each year thousands of workers transfer to other occupations that offer better pay and advancement opportunities, and many more leave work altogether to assume family responsibilities, return to school, or for other reasons. Opportunities for part-time work should continue to be plentiful since the front desk is usually staffed 24 hours a day. Employment of hotel and motel desk clerks is sensitive to cyclical swings in the economy. During recessions, vacation and business travel declines, so persons seeking these positions have a harder time finding jobs.

Human Resources Occupations

Summarized from a Roundtable Discussion

Non-OES Occupational Outlook Survey

Description

Occupations within the human resource field generally fall within one of seven major areas:

Personnel Administrator/Manager with titles of Senior Vice President, Vice President, Director, and Manager; responsibilities include attending meetings, negotiations, conflict resolution, management/oversight of one or more departments or sections, and budget preparation;

Employment Selection/Recruiting with titles of Recruiter, Human Resource Specialist/Analyst, Personnel Analyst I, Personnel Analyst II, Senior Analyst, Employment Interviewer, and Employment Representative; responsibilities include applicant interviewing/recruiting, placing advertising, developing and administering exams, checking references, coordinating temps, conducting exit/relocation interviews, and outreach and relocation coordination;

Benefits/Compensation Records Administration with titles of Technician, Analyst, Coordinator, and Clerk; responsibilities include administering benefits plan, new employee orientation/enrollment, job analysis, merit increases, unemployment administration, overseeing State Disability, and performance/wellness program administration;

Employee/Labor Relations with titles of Labor Relations Representative and Employee Assistance Program (EAP) Counselor; responsibilities include union negotiations, contract administration, progressive discipline, grievance handling, resolution of employee problems, resolution of sexual harassment charges, and conflict resolution;

Worker's Compensation/Risk Management with titles of Risk Manager, Workers Compensation Manager, Liability Manager, Workers Compensation Analyst, Workers Compensation Technician/Assistant, Safety Officer, and Vocational Rehabilitation Counselor;

Training and Development with titles of Training Director/Coordinator, Training and Development Specialist, Claims Training Coordinator; and

Equal Employment Opportunity/Affirmative Action with the title of Affirmative Action Officer.

Training, Experience and Other Requirements

Personnel Administrator/Manager: minimum qualifications include prior experience in supervision or management, a bachelor or graduate degree, and excellent sales, presentation, and negotiating skills.

Employment Selection/Recruiting: minimum qualifications include a bachelor degree or six+ years experience in a related field; applicants may be required to attend human resource training programs or have a certificate in this area.

Benefits/Compensation Records Administration: minimum qualifications for Technicians include computer literacy, analytical ability, writing skills, interpersonal skills, and previous experience; minimum qualifications for Analysts include a bachelor degree (preferred), statistics, and previous experience.

Worker's Compensation/Risk Management: minimum qualifications for Technicians include computer literacy, analytical ability, and communications skills; minimum qualifications for Professionals include a bachelor degree (preferred) and at least three years experience in risk management, workers compensation, or liability.

Employee/Labor Relations: minimum qualifications include a bachelor degree (preferred), previous human resources experience, and knowledge of California labor laws; also important are counseling and negotiation skills, communication skills, and analytical ability.

Potential Earnings

Personnel Administrator/Manager: \$40,000 to \$65,000 for Managers; \$50,000 to \$85,000 for Directors; and \$75,000 or more for a Vice President.

Employment Selection/Recruiting: \$24,000 to \$28,000 at job entry; \$40,000 to \$45,000 for public sector employers; and \$28,000 to \$35,000 after 3 years on the job.

Benefits/Compensation Records Administration: \$18,000 to \$29,000 for Technicians at job entry; \$24,000 to \$28,000 for Analysts at job entry, and up to \$35,000 (or up to \$45,000 in the public sector) after 3 years on the job.

Worker's Compensation/Risk Management: about \$18,000 at job entry for Technicians, and about \$21,000 after three years on the job. \$45,000 to \$50,000 at job entry for Professionals, and \$60,000 to \$65,000 after 3 years on the job.

Employee/Labor Relations: \$35,000 to \$42,000 at job entry, and \$50,000 to \$60,000 after 3 years on the job.

Getting the Training

Many colleges and universities offer undergraduate programs in business administration. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Industrial Truck & Tractor (Forklift) Operators

Description

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators (OES 979470).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. Many jobs are filled by promoting from Material Handler and Warehouse Worker positions. Promotions for Forklift Operators may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are temporary or seasonal.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$11.75/hr	Median: \$7.58/hr
New Hires/Exp'd:	\$7.00 to \$14.00/hr	Median: \$9.75/hr
Exp'd/After 3 Years:	\$9.00 to \$14.75/hr	Median: \$11.70/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, a retirement plan, paid sick leave, and life insurance. Most also provide vision insurance.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Most Forklift Operators in Sacramento and Yolo Counties are employed by trucking and warehousing firms, manufacturers, and wholesalers. Most employers fill openings through in-house promotion or transfer and/or recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,180 to 1,440 Forklift Operators currently employed in Sacramento and Yolo Counties. About 5 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Physical Abilities: Ability to pass a pre-employment medical exam; good eye-hand coordination; ability to perform strenuous and physically demanding work; ability to stand continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to read and follow instructions; basic math skills; ability to write legibly.

Other Qualifications: Ability to interact well with others; ability to work independently.

Nationwide Job Outlook

Opportunities for those who wish to become material moving equipment operators are related to the outlook of the industries in which they are employed. The construction and manufacturing industries, where the majority of these workers are employed, are very sensitive to changes in economic conditions, so the number of job openings for material moving equipment operators in these industries may fluctuate widely from year to year. Overall employment of material moving equipment operators is expected to increase more slowly than the average for all occupations through the year 2005. Equipment improvements, including the growing automation of material handling in factories and warehouses, are expected to restrain growth of these occupations. Despite the projected slower than average growth, material moving equipment operators is a large occupation with many opportunities arising from the need to replace experienced workers who transfer to other occupations or leave the labor force.

Instructional Aides

Also known as Teacher's Aides or Assistants

Description

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils (OES 315211).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Instructional Aides may lead to clerical positions. Most jobs are 15-25 hours per week. Many jobs are 40 hours per week. Willingness to work part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.75 to \$10.00/hr	Median: \$7.30/hr
New Hires/Exp'd:	\$7.50 to \$11.25/hr	Median: \$7.99/hr
Exp'd/After 3 Years:	\$7.75 to \$12.75/hr	Median: \$8.65/hr

Most employers provide medical insurance and other benefits, including paid sick leave, dental insurance, life insurance, a retirement plan, and a paid vacation. Many also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from four months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Instructional Aides in Sacramento and Yolo Counties are employed by public school districts. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 3,500 to 4,275 Instructional Aides currently employed in Sacramento and Yolo Counties. About 89 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 85-100 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 30-40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Oral reading skills; ability to write effectively; record keeping skills; classroom management skills.

Basic Skills: Basic math skills; ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to exercise patience; willingness to work with close supervision; understanding of a variety of cultures; ability to handle crisis situations.

Nationwide Job Outlook

Employment of teacher aides is expected to grow much faster than the average for all occupations through the year 2005. The increasing number of special education classes, restructuring of schools, and the rising number of students who speak English as a second language will spur rapid growth of teacher aides. Numerous job openings also will arise as workers transfer to other occupations or leave the labor force for family responsibilities, to return to school, or for other reasons-characteristic of occupations that require limited formal education and offer relatively low pay. The number of special education programs is rising in response to Federal legislation which mandates appropriate education for all children with disabilities. Children with special needs require much personal attention, and special education teachers rely heavily on teacher aides. In addition, school reforms which call for more individual instruction should further enhance employment opportunities for teacher aides.

Instructional Coordinators

Description

Instructional Coordinators develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses of study to students. Includes occupations such as Educational Consultants and Specialists, Public Health Educators, and Instructional Material Directors (OES 315170).

Training, Experience and Other Requirements

Almost all recent hires have completed six or more years of college, and most possess a teaching credential. Some employers report that they always require prior experience. Many report that they are sometimes willing to accept training as a substitute for experience. Promotions for Instructional Coordinators may lead to Administrator or Principal. Almost all jobs are 40 hours per week. Willingness to work nights, overtime, and weekends is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$12.50 to \$28.00/hr	Median: \$20.63/hr
New Hires/Exp'd:	\$13.50 to \$28.00/hr	Median: \$22.39/hr
Exp'd/After 3 Years:	\$14.50 to \$34.00/hr	Median: \$24.04/hr

Almost all employers provide medical insurance and other benefits, including dental insurance and paid sick leave. Most also provide vision insurance, a retirement plan, and life insurance. Many provide a paid vacation.

Getting the Training

Many colleges and universities offer graduate programs in education. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Most Instructional Coordinators are employed by government agencies and public school districts. Most employers fill openings through in-house promotion or transfer and/or recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Small. There are approximately 640 to 785 Instructional Coordinators currently employed in Sacramento and Yolo Counties. About 60 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to work independently; ability to work as part of a team; writing skills; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; organizational and time management skills; problem solving skills; ability to work under pressure; ability to handle crisis situations; ability to plan and organize the work of others; supervisory skills; record keeping skills; multi-cultural familiarity; trained in CPR and first aid techniques.

Nationwide Job Outlook

Information Not Available

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Insurance Adjusters, Examiners & Investigators

Description

Insurance Adjusters, Examiners, and Investigators investigate, analyze, and determine the validity of the amount of the insurance company's liability concerning personal, casualty, or property loss or damages, and effect a settlement with claimants. They correspond with or interview medical specialists, agents, witnesses, or claimants to compile information, calculate benefit payments, and approve payment of claims within a certain monetary limit. Does not include Insurance Sales Agents, Insurance Policy Process Clerks, and Claims Clerks (OES 533020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the California Department of Insurance for information. Almost all recent hires have completed four years of college. Some employers report that they always require prior experience. Many report that they are sometimes willing to accept training as a substitute for experience. Promotions for Insurance Adjusters, Examiners & Investigators may lead to supervisory or management positions. Almost all jobs are 38-50 hours per week. Willingness to work overtime, nights, weekends, and on-call is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing and spreadsheet skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.75 to \$17.00/hr	Median: \$13.32/hr
New Hires/Exp'd:	\$10.50 to \$16.75/hr	Median: \$14.38/hr
Exp'd/After 3 Years:	\$11.50 to \$29.00/hr	Median: \$18.42/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, dental insurance, life insurance, vision insurance, and a retirement plan.

Getting the Training

No specific college major is recommended as the best preparation, although courses in insurance, economics, and other business subjects are helpful. The college major, however, may determine one's future area of speciality within the insurance industry (e.g. accounting, engineering, or legal). Refer to college or university catalogs for more information.

Getting the Job

Almost all Insurance Adjusters, Examiners & Investigators in Sacramento and Yolo Counties are employed by insurance companies. Most employers recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Medium. There are approximately 1,140 to 1,395 Insurance Adjusters, Examiners & Investigators currently employed in Sacramento and Yolo Counties. About 68 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 45-55 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; English grammar and spelling skills; writing skills; ability to work as part of a team; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to lift at least 50 lbs.

Other Qualifications: Organizational and time management skills; ability to work under pressure; attention to detail; problem solving skills; record keeping skills; ability to handle crisis situations; multi-cultural familiarity; supervisory skills; plan and organize the work of others; possess good DMV driving record.

Nationwide Job Outlook

Employment of adjusters, investigators, and collectors is expected to grow about as fast as the average for all occupations through the year 2005. The number of job openings in the insurance industry should not fluctuate greatly from year to year. This industry, particularly the health insurance component, is less sensitive to cyclical swings in the economy than most industries. Most job openings will result from the need to replace workers who transfer to other occupations or leave the labor force. Opportunities should be particularly good for claim representatives who specialize in complex business insurance such as marine cargo, workers' compensation, and product and pollution liability.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Interpreters & Translators, Foreign Language

Non-OES Occupational Outlook Survey

Description

Foreign Language Interpreters and Translators interpret or translate from one language to another to express approximate or exact translation depending on the nature of the occasion. They may specialize in a specific subject such as news, legal documents, or scientific reports (137.267-999*).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college. Many employers report that they usually require prior experience. Most report that they are sometimes willing to accept training as a substitute for experience. Almost all jobs are part-time or on-call, ranging from 2-30 hours per week. A few jobs are 40 hours per week. Willingness to work part-time, overtime, nights, weekends, and on-call is important for job entry.

Wages and Fringe Benefits

Earnings range from \$8.30 to \$170.00 per hour, depending on the rarity of the language. The median wage for new hires with prior experience is \$13.00 per hour.

For part-time employees (less than 32 hours per week), many employers provide medical insurance. For full-time employees, many employers provide medical insurance and other benefits, including paid sick leave, a retirement plan, dental insurance, and life insurance.

Getting the Training

Many colleges and universities offer degree programs in foreign languages. Refer to college or university catalogs for more information.

Getting the Job

Most Interpreters and Translators in Sacramento and Yolo Counties are employed by schools and colleges and by translating services. Of those employers surveyed, most are union, although most of the employment (especially temporary and on-call positions) is provided by non-union employers. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 300 to 450 Interpreters and Translators currently employed in Sacramento and Yolo Counties. About 50-55 percent are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Insufficient Data

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; writing skills; ability to work independently; English grammar and spelling skills; ability to perform basic mathematical calculations; ability to perform routine, repetitive work; ability to work as part of a team.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to lift at least 50 lbs.

Other Qualifications: Multi-cultural familiarity; record keeping skills; attention to detail; ability to work under pressure; ability to handle crisis situations; organizational and time management skills; problem solving skills; supervisory skills.

Nationwide Job Outlook

Information Not Available

* This is a modified DOT code, based in part on DOT code 137.267-010.

Interpreters, Sign Language

Also known as Deaf Interpreters

Non-OES Occupational Outlook Survey

Description

Sign Language Interpreters provide translation between spoken and manual (sign language) communication. Translates spoken material into sign language for understanding of deaf. Interprets sign language of deaf into oral or written language for hearing individuals or others not conversant in sign language. May translate television news and other broadcasts for deaf viewers (137.267-999*).

Training, Experience and Other Requirements

Many recent hires have completed one to two years of college. Most employers report that they usually require prior experience. Many report that they are sometimes willing to accept training as a substitute for experience. Almost all jobs are 20-30 hours per week. Willingness to work part-time, on-call, weekends, overtime, and nights is important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.52 to \$13.20/hr	Median: \$9.82/hr
New Hires/Exp'd:	\$7.52 to \$13.86/hr	Median: \$9.82/hr
Exp'd/After 3 Years:	\$8.83 to \$15.28/hr	Median: \$11.01/hr

For part-time employees, most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and a retirement plan. Many also provide dental insurance, vision insurance, and life insurance.

Getting the Training

Certificate programs range in length from two to three semesters. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Most Sign Language Interpreters in Sacramento and Yolo Counties are employed by schools and colleges. Of those employers surveyed, almost all are non-union. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 90 to 150 Sign Language Interpreters currently employed in Sacramento and Yolo Counties. More than 90 percent are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Insufficient Data

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to work independently; verbal communication skills; English grammar and spelling skills; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to do strenuous, physically demanding work.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; multi-cultural familiarity; ability to work under pressure; ability to handle crisis situations.

Nationwide Job Outlook

Information Not Available

* This is a modified DOT code, based in part on DOT code 137.267-014.

Interviewing (& Admitting) Clerks

Description

Interviewing Clerks, except Personnel and Social Welfare, interview the public to obtain information. Their duties include contacting persons by telephone, mail, or in person for the purpose of completing forms, applications, or questionnaires, asking specific questions, recording answers, and assisting persons with completing forms. This occupation may include sorting, classifying, and filing forms. Does not include workers whose primary duty is processing applications (OES 553320).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior clerical experience. Promotions for Interviewing and Admitting Clerks may lead to supervisory positions. Many jobs are 40 hours per week. Many other jobs are 20-24 hours per week. Willingness to work part-time and on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.25 to \$10.50/hr	Median: \$10.00/hr
New Hires/Exp'd:	\$9.25 to \$11.00/hr	Median: \$10.58/hr
Exp'd/After 3 Years:	\$10.75 to \$13.00/hr	Median: \$11.33/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

Certificate programs for receptionists and other clerical workers range in length from two months to one year. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Interviewing and Admitting Clerks in Sacramento and Yolo Counties are employed by hospitals, medical clinics, credit reporting services, and government agencies. Insufficient data to report on employer recruitment methods.

Employment Information

Occupation Size: Small. There are approximately 325 to 395 Interviewing and Admitting Clerks currently employed in Sacramento and Yolo Counties. About 76 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to interview others for information; ability to complete forms; telephone answering skills; general clerical skills; recordkeeping skills.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Public contact skills; ability to work independently; customer service skills; willingness to work with close supervision.

Nationwide Job Outlook

Overall employment of interviewing and new accounts clerks is expected to increase about as fast as the average for all occupations through the year 2005. Employment growth of interviewing clerks in the health services industry is expected to be faster than average. Additionally, much faster than average employment growth of interviewing clerks will occur in personnel supply services, as more organizations contract out for the services of these clerks rather than support a staff of full-time clerks. On the other hand, slower than average employment growth is expected for new accounts clerks, reflecting slow growth among commercial banks and savings and loan institutions.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Janitors & Cleaners

Also known as Maintenance Workers and Custodians

Description

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They may perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks (OES 670050).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Custodians may lead to supervisory positions, or may take the form of self-employment. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$10.25/hr	Median: \$8.11/hr
New Hires/Exp'd:	\$5.00 to \$10.50/hr	Median: \$8.27/hr
Exp'd/After 3 Years:	\$6.50 to \$11.25/hr	Median: \$9.80/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and vision insurance. Many also provide life insurance.

Getting the Training

Certificate programs range in length from two to five months, although employers often provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Custodians in Sacramento and Yolo Counties are employed by government agencies, schools, and janitorial/maintenance companies. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Employment Information

Occupation Size: Very Large. There are approximately 7,395 to 9,040 Custodians currently employed in Sacramento and Yolo Counties. About 26 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 135-165 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 150-185 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Understanding of cleaning compounds and solutions.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions.

Other Qualifications: Willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment of janitors and cleaners and cleaning supervisors is expected to grow about as fast as the average for all occupations through the year 2005 as the number of office buildings, apartment houses, schools, factories, hospitals, and other buildings increases. The need to replace workers who transfer to other occupations or leave the labor force will create most job openings. The occupation of janitors and cleaners is easy to enter since there are few requirements for formal education and training, turnover is high, and part-time and temporary jobs are plentiful. New technology is expected to have little effect on employment of janitors and cleaners. Robots now under development are limited to performing a single cleaning task and may not be usable in many places, particularly cluttered areas such as hotel and hospital rooms.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Law Enforcement Officers

Description

POLICE OFFICERS maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle, directing traffic, issuing traffic summonses, investigating accidents, apprehending, arresting and processing prisoners, and giving evidence in court (OES 630140). DEPUTY SHERIFFS enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who mostly guard prisoners in county correctional institutions (OES 630320).

Training, Experience and Other Requirements

Most recent hires have completed two to four years of college. Most employers do not require prior experience. Promotions for Police Officers and Deputy Sheriffs may lead to Sergeant or Detective. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, overtime, and on-call may be important for job entry. Employers report that a willingness to participate in drug testing is important. Most employers report that computer spreadsheet skills are also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$11.00 to \$14.50/hr	Median: \$13.81/hr
New Hires/Exp'd:	\$12.75 to \$19.25/hr	Median: \$16.35/hr
Exp'd/After 3 Years:	\$14.75 to \$19.25/hr	Median: \$18.05/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Degree programs range in length from two to four years and are followed by a period of academy and/or on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all employers recruit applicants through newspaper advertisements. Additional recruitment methods include: hiring referrals from employees, the Employment Development Department, and schools and training programs; hiring unsolicited applicants; and promoting from within.

Employment Information

Occupation Size: There are approximately 1,005 to 1,230 Police Officers and 1,365 to 1,665 Deputy Sheriffs currently employed in Sacramento and Yolo Counties. About 15 percent of the Police Officers in California are female; about 20 percent of the Deputy Sheriffs in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size.

Projected Separations: 55-65 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift 50-100 lbs; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to do strenuous, physically demanding work.

Other Qualifications: Attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; possess good DMV driving record; trained in CPR and first aid techniques; record keeping skills; supervisory skills; multi-cultural familiarity.

Nationwide Job Outlook

Employment of police officers, detectives, and special agents is expected to increase more slowly than the average for all occupations through the year 2005. A more security-conscious society and growing concern about drug-related crimes should contribute to the increasing demand for police services. However, employment growth will be tempered somewhat by continuing budgetary constraints faced by law enforcement agencies. In addition, private security firms may increasingly assume some routine police duties such as crowd surveillance. Although turnover is among the lowest of all occupations, the need to replace workers who retire, transfer to other occupations, or stop working for other reasons will be the source of most job openings.

Licensed Vocational Nurses

Also known as LVNs and Charge Nurses

Description

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions (OES 325050).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Vocational Nursing for information. Almost all recent hires have completed one to two years of college or vocational training. Most employers do not require prior experience. With additional education, promotions for Licensed Vocational Nurses may lead to Registered Nurse. Most jobs are 40 hours per week. Some jobs are part-time or on-call, 25-30 hours per week. Willingness to work nights, weekends and holidays, and the willingness to work part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.25 to \$13.25/hr	Median: \$11.14/hr
New Hires/Exp'd:	\$10.00 to \$15.25/hr	Median: \$12.07/hr
Exp'd/After 3 Years:	\$10.50 to \$16.00/hr	Median: \$13.30/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance and life insurance. Most also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Licensed Vocational Nurses in Sacramento and Yolo Counties are employed by hospitals, clinics, and skilled nursing facilities. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Large. There are approximately 1,860 to 2,275 Licensed Vocational Nurses currently employed in Sacramento and Yolo Counties. About 88 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 25-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to provide personal services to patients; understanding of asepsis; ability to take vital signs; ability to detect complications in patients; knowledge of medical terminology; ability to administer injections; ability to apply transferring techniques; record keeping skills; ability to write effectively; ability to follow laboratory procedures.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills; ability to write legibly.

Other Qualifications: Ability to handle crisis situations; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005, in response to the long-term care needs of a rapidly growing population of seniors and to the general growth of health care. Job prospects are expected to be excellent, as employment grows much faster than it has in the past. Because of this growth, the number of new graduates needed will be well above the number graduated in recent years. As in most other occupations, replacement needs will be the main source of job openings. Nursing homes will offer the most new jobs as the number of aged and disabled persons in need of long-term care rises rapidly. Very rapid growth is also expected in residential care facilities.

Loan & Credit Clerks

Also known as Loan Processors

Description

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Does not include Loan Interviewers (OES 531210).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Some employers report that they always require prior experience. Most report that they are sometimes willing to accept training as a substitute for experience. Promotions for Loan and Credit Clerks may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work weekends, overtime, nights, on-call, part-time, and temporary is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing and spreadsheet skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$14.50/hr	Median: \$8.55/hr
New Hires/Exp'd:	\$8.00 to \$19.25/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$9.00 to \$21.50/hr	Median: \$13.43/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance, life insurance, vision insurance, and a retirement plan.

Getting the Training

Certificate and degree programs in bookkeeping and accounting range in length from one months to two years, although some employers may provide on-the-job training. Refer to the Occupation-Training Index or to school or college catalogs for more information.

Getting the Job

Loan and Credit Clerks in Sacramento and Yolo Counties are employed by mortgage companies, banks, savings and loan institutions, and credit unions. Almost all employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employment agencies.

Employment Information

Occupation Size: Medium. There are approximately 945 to 1,155 Loan and Credit Clerks currently employed in Sacramento and Yolo Counties. About 76 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 15-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work independently; verbal communication skills; English grammar and spelling skills; ability to work as part of a team; ability to perform routine, repetitive work; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; record keeping skills; ability to handle crisis situations; ability to plan and organize the work of others; multi-cultural familiarity; problem solving skills; supervisory skills.

Nationwide Job Outlook

Little change is expected in the employment of credit clerks and authorizers over the 1994 to 2005 period. 1994 was characterized by significant growth over previous years in the number of real estate, retail sales, and other transactions requiring credit. Projected employment reflects a slowdown in loan activity. The interpersonal nature of loan clerking and the judgement required of authorizers ensure that computers will not significantly affect employment. In addition to jobs created by growth, many jobs will become available as credit clerks and authorizers leave the occupation for various reasons.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Loan Officers & Counselors

Description

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Includes such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers (OES 211080).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers require prior experience. A few jobs are filled by promoting from positions such as Trainee, Customer Service Representative, and Teller. Promotions for Loan Officers and Counselors may lead to management positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$11.75 to \$17.50/hr	Median: \$14.53/hr
New Hires/Exp'd:	\$13.00 to \$20.25/hr	Median: \$16.96/hr
Exp'd/After 3 Years:	\$14.25 to \$26.25/hr	Median: \$20.17/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in business administration, economics, finance, etc. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Loan Officers and Counselors in Sacramento and Yolo Counties are employed by banks, mortgage companies, credit unions, and savings and loan institutions. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,035 to 1,265 Loan Officers and Counselors currently employed in Sacramento and Yolo Counties. About 54 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Understanding of conventional loans; ability to apply sales techniques; ability to interview others for information; understanding of regulations affecting financial institutions; business math skills; knowledge of government loan procedures.

Basic Skills: Oral communication skills; ability to think logically; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Public contact skills; ability to work independently; customer service skills.

Nationwide Job Outlook

Employment of loan officers and counselors is expected to grow faster than the average for all occupations through the year 2005. As the population and economy grow, applications for commercial, consumer, and mortgage loans will increase, spurring demand for loan officers and counselors. Growth in the variety and complexity of loans, and the importance of loan officers to the success of banks and other lending institutions, also should assure rapid employment growth. Although increased demand will generate many new jobs, most openings will result from the need to replace workers who leave the occupation or retire. Loan officers are less likely to lose their jobs than other workers in banks and other lending institutions during difficult economic times since loans are the major source of income for banks. Loan counselors typically have so many clients that a reduction in their numbers would lead to a decline in the services provided to the community.

Locksmiths & Safe Repairers

Description

Locksmiths and Safe Repairers repair and open locks, make keys, change locks and safe combinations, and install and repair safes (OES 859230).

Training, Experience and Other Requirements

Most Locksmiths are required to obtain a permit from the State Bureau of Collection and Investigative Services. Licensing by the Department of Consumer Affairs is also required to work on alarm systems. Most recent hires have completed high school. Some employers report that they always require prior experience. Most report that they are willing to accept training as a substitute for experience. Promotions for Locksmiths and Safe Repairers may take the form of higher earnings or self-employment. Almost all jobs are 40 hours per week. Willingness to work overtime, nights, and weekends is important for job entry. Willingness to work on-call and to participate in drug testing may also be important. A few employers report that electronic skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.25 to \$7.00/hr	Median: \$6.38/hr
New Hires/Exp'd:	\$6.00 to \$12.75/hr	Median: \$7.50/hr
Exp'd/After 3 Years:	\$8.50 to \$15.00/hr	Median: \$10.50/hr

Most employers provide medical insurance and a paid vacation. Many also provide paid sick leave. Some provide dental insurance, vision insurance a retirement plan.

Getting the Training

Certificate programs range in length from two to four months. Some employers provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Locksmiths and Safe Repairers in Sacramento and Yolo Counties are employed by locksmith shops. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants. Some openings are also filled by hiring referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 90 to 120 Locksmiths and Safe Repairers currently employed in Sacramento and Yolo Counties. About 7 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; English grammar and spelling skills; ability to perform basic mathematical calculations; writing skills; ability to perform routine, repetitive work.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to do strenuous, physically demanding work; ability to sit continuously for 2 or more hours; ability to lift at least 100 lbs.

Other Qualifications: Possess good DMV driving record; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; record keeping skills; organizational and time management skills; multi-cultural familiarity.

Nationwide Job Outlook

The occupation of Locksmiths and Safe Repairers is projected to grow about as fast as the average for all occupations through the year 2005.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Machinists

Description

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations (OES 891080).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from Apprentice or Helper positions. Promotions for Machinists may lead to supervisory positions. Most jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$10.00 to \$17.50/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$12.50 to \$17.50/hr	Median: \$15.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide dental insurance, vision insurance, and life insurance.

Getting the Training

No local training or apprenticeship programs were identified for this occupation.

Getting the Job

Most Machinists in Sacramento and Yolo Counties are employed by industrial machine shops. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 710 to 870 Machinists currently employed in Sacramento and Yolo Counties. About 4 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; shop math skills; ability to use precision tools; ability to read blueprints.

Physical Abilities: Ability to perform precision work; manual dexterity; ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision; ability to work independently; ability to provide own hand tools.

Nationwide Job Outlook

Employment of machinists is expected to decline slightly through the year 2005. Nevertheless, many job openings will arise each year from the need to replace experienced machinists who transfer to other occupations or retire. In recent years, employers have reported difficulties in attracting workers to this occupation. Therefore, good employment opportunities should exist for candidates with the necessary mechanical and mathematical aptitudes. Machinists are increasingly taking on the functions of tool programming as the programming of machine tools becomes easier due to simplified programming languages and procedures. As the economy expands, so will the demand for goods that use machined metal parts.

Maintenance Repairers, General Utility

Also known as Building Maintenance Workers

Description

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work (OES 851320).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. Promotions for Building Maintenance Workers may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$6.25 to \$16.25/hr	Median: \$11.46/hr
Exp'd/After 3 Years:	\$8.75 to \$17.50/hr	Median: \$14.66/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide vision insurance and life insurance.

Getting the Training

Certificate programs range in length from five months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Building Maintenance Workers in Sacramento and Yolo Counties are employed by schools and property/real estate management services. Most employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 4,915 to 6,005 Building Maintenance Workers currently employed in Sacramento and Yolo Counties. About 5 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 130-160 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 75-90 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to operate power hand tools; plumbing repair skills; painting skills; carpentry skills; electrical repair skills; ability to repair and install heating and air conditioning systems; problem solving skills; record keeping skills; ability to do cement work; ability to read blueprints; arc welding skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly; ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Interpersonal skills; willingness to work with close supervision; ability to work independently; ability to handle crisis situations; ability to provide own hand tools.

Nationwide Job Outlook

Job opportunities should be plentiful through the year 2005. Employment is related to the number of buildings and amount of equipment needing maintenance and repair. Employment growth is expected to be faster than the average for all occupations through the year 2005 and will occur as the number of office and apartment buildings, stores, schools, hospitals, hotels, and factories increases. Many opportunities arise because this is a large occupation with significant turnover, and many replacements are needed for those who leave the occupation.

Marketing, Advertising & Public Relations Managers

Also known as Account Executives and Account Managers

Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis (OES 130110).

Training, Experience and Other Requirements

Almost all recent hires have completed four years of college, although a manager in a public relations firm will usually have different training and experience than a manager in an advertising firm. Most employers require prior experience. A few jobs are filled by promoting from clerical or support positions. Promotions for Marketing, Advertising, and Public Relations Managers may lead to higher level management positions. Most jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data		
New Hires/Exp'd:	\$8.50 to \$13.75/hr	Median:	\$10.82/hr
Exp'd/After 3 Years:	\$12.50 to \$18.75/hr	Median:	\$15.14/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide a retirement plan and dental insurance. Many provide life insurance.

Getting the Training

Many colleges and universities offer certificate and degree programs in marketing, advertising, and public relations. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Marketing, Advertising and Public Relations Managers in Sacramento and Yolo Counties are employed by a wide variety of industries, including advertising agencies, public relations firms, government agencies, and department stores. Most employers fill openings by hiring referrals from employees. Some openings are filled through in-house promotion or transfer.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Large. There are approximately 1,950 to 2,380 Marketing, Advertising, and Public Relations Managers currently employed in Sacramento and Yolo Counties. About 34 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 70-85 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 35-40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write effectively; ability to analyze and use market research; ability to manage an activity or department; media advertising sales skills.

Basic Skills: Oral communication skills; ability to write legibly.

Other Qualifications: Ability to meet deadlines; ability to maintain good customer relationships; ability to maintain good business relationships; ability to manage unexpected situations; ability to manage multiple priorities; ability to work independently; ability to motivate others; willingness to work with close supervision.

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005. Increasingly, intense domestic and global competition in products and services offered to consumers should require greater marketing, promotional, and public relations efforts. Management and public relations firms may experience particularly rapid growth as businesses increasingly hire contractors for these services rather than support additional full-time staff. In addition to faster than average growth, many job openings will occur each year as a result of managers moving into top management positions, transferring to other jobs, or leaving the labor force. College graduates with extensive experience, a high level of creativity, and strong communication skills should have the best job opportunities. Employment is expected to grow much faster than average in most business services industries, while average growth is projected in manufacturing industries overall.

Mechanical Engineers

Description

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment. They oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers (OES 221350).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Registration for Professional Engineers and Land Surveyors for information. Most recent hires have completed four years of college with a bachelor degree in Mechanical Engineering. Most employers do not require prior experience. A few jobs are filled by promoting from Drafter or Designer positions. Many Mechanical Engineers develop specialties such as design, product testing, or manufacturing. Promotions may lead to Project Engineer and Senior Engineer positions. Almost all jobs are 40 hours per week. Willingness to work nights or to work irregular hours may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.50 to \$16.75/hr	Median: \$14.42/hr
New Hires/Exp'd:	\$15.50 to \$22.25/hr	Median: \$18.50/hr
Exp'd/After 3 Years:	\$17.00 to \$26.50/hr	Median: \$21.63/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in mechanical engineering. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Mechanical Engineers in Sacramento and Yolo Counties are employed by engineering firms, the aerospace industry, and by government agencies. Almost all employers fill openings by hiring unsolicited applicants. Most also fill openings through in-house promotion or transfer and/or recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from schools and training programs.

Employment Information

Occupation Size: Small. There are approximately 410 to 500 Mechanical Engineers currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Report writing skills; computer assisted design (CAD) skills; knowledge of computer aided engineering; computer integrated manufacturing (CIM) skills.

Physical Abilities: Ability to lift at least 10 lbs; ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to work under pressure; ability to work as part of a team; ability to write legibly; ability to read and follow instructions; ability to perform advanced mathematical computations; ability to write effectively; ability to work independently.

Other Qualifications: Regular use of own reliable vehicle; willingness to travel.

Nationwide Job Outlook

Employment of mechanical engineers is expected to grow about as fast as the average for all occupations through the year 2005. Although overall employment in manufacturing is expected to decline, employment of mechanical engineers in manufacturing should increase as the demand for machinery and machine tools grows and industrial machinery and processes become increasingly complex. Employment of mechanical engineers in other sectors of the economy, such as construction and services, is expected to grow faster than average as firms in these industries learn to apply these engineers' skills. Many mechanical engineering jobs are in defense related industries. Reductions in defense spending has and may continue to result in layoffs in these industries.

Medical & Clinical Laboratory Assistants

Description

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate equipment not requiring interpretation or judgement to read the results. They may label, centrifuge, and transfer specimens, transcribe results, and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Licensed Clinical Laboratory Technologist (OES 329050).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers do not require prior experience. Medical and Clinical Laboratory Assistants usually begin with routine jobs and may advance to positions of greater responsibility as experience is acquired. With the appropriate education or training, promotions may lead to supervisory or technician-level positions. However, a Lab Technologist requires a bachelor degree and a license. Most jobs are 40 hours per week. Many jobs are 20-25 hours per week. Willingness to work nights, weekends, overtime, and part-time may be important for job entry. Some employers report that computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$10.00/hr	Median: \$9.26/hr
New Hires/Exp'd:	\$8.00 to \$11.25/hr	Median: \$9.96/hr
Exp'd/After 3 Years:	\$8.50 to \$12.25/hr	Median: \$10.82/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, dental insurance, life insurance, and a retirement plan. Most also provide vision insurance. Most employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs range in length from four to eight months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Medical and Clinical Laboratory Assistants in Sacramento and Yolo Counties are employed by medical and clinical laboratories, and by hospitals and clinics. Most employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion and/or by hiring referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 510 to 625 Medical and Clinical Laboratory Assistants currently employed in Sacramento and Yolo Counties. About 75 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; verbal communication skills; English grammar and spelling skills; ability to work independently; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to lift at least 10 lbs; ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; record keeping skills; organizational and time management skills; ability to work under pressure; problem solving skills; ability to handle crisis situations.

Nationwide Job Outlook

As in most occupations, replacement needs will be the main source of job openings. Employment of clinical laboratory workers is expected to grow about as fast as the average for all occupations through the year 2005. Technological changes will have two opposite effects on employment. New, more powerful diagnostic tests will encourage more testing and spur employment. However, advances in laboratory automation and simpler tests, which make it possible for each worker to perform more tests, should slow growth. Research and development efforts are targeted at simplifying routine testing procedures so that nonlaboratory personnel-physicians and patients in particular-can perform tests now done in laboratories. Also, robots may prepare specimens, a job now done by technologists and technicians. Fastest growth is expected in independent medical laboratories, as hospitals continue to send them a greater share of their testing. Rapid growth is also expected in offices and clinics of physicians. Slower growth is expected in hospitals.

Medical & Clinical Laboratory Technologists

Description

Medical and Clinical Laboratory Technologists perform a wide range of complex procedures in the general area of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. Includes workers who teach medical technology when teaching is not their primary activity (OES 329020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Department of Health Services for information. Almost all recent hires have completed four years of college and one additional year of supervised training (a license requirement). Some employers report that they always require experience. Most report that they are sometimes willing to accept training as a substitute for experience. Promotions for Lab Technologists may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Willingness to work nights, weekends, part-time, overtime, temporary, and on-call is important for job entry. Willingness to participate in drug testing may also be important. Some employers report that computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$20.00/hr	Median: \$15.00/hr
New Hires/Exp'd:	\$8.75 to \$32.00/hr	Median: \$16.00/hr
Exp'd/After 3 Years:	\$9.00 to \$40.00/hr	Median: \$18.50/hr

Surveys indicated little difference between union and non-union wages.

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance, a retirement plan, and vision insurance. Of those employers that have part-time employees, most provide fringe benefits, including medical insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in biological science. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges or universities who may offer related programs.

Getting the Job

Most Medical and Clinical Laboratory Technologists in Sacramento and Yolo Counties are employed by medical and/or clinical laboratories, hospitals, and clinics. Almost all employers are non-union. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings by hiring unsolicited applicants.

Employment Information

Occupation Size: Small. Medium. There are approximately 895 to 1,095 Lab Technologists currently employed in Sacramento and Yolo Counties. About 66 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 10-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Writing skills; ability to work independently; verbal communication skills; English grammar and spelling skills; ability to work as part of a team; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours; ability to do strenuous, physically demanding work; ability to lift at least 50 lbs.

Other Qualifications: Attention to detail; organizational and time management skills; record keeping skills; ability to plan and organize the work of others; ability to work under pressure; ability to handle crisis situations; problem solving skills; supervisory skills; trained in CPR and first aid techniques; multi-cultural familiarity.

Nationwide Job Outlook

Employment of clinical laboratory workers is expected to grow about as fast as the average for all occupations through the year 2005. Replacement needs will be the main source of job openings. Technological changes will have two opposite effects on employment. New, more powerful diagnostic tests will encourage more testing and spur employment. However, advances in laboratory automation and simpler tests, which make it possible for each worker to perform more tests, should slow growth.

Medical & Psychiatric Social Workers & Counselors

Also known as Chemical Dependency Counselors

Description

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors (OES 273020).

Training, Experience and Other Requirements

Most recent hires have completed four to six years of college. Many have completed one to two years of college. Most employers require prior experience. Many employers require a CADAC (California Association of Drug and Alcohol Counselors) certificate. Some jobs are filled by promoting from support positions. Promotions for Chemical Dependency Counselors may lead to supervisory or management positions. Most jobs are 40 hours per week. Many jobs are 15-20 hours per week. Willingness to work nights and part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$15.00/hr	Median: \$8.85/hr
New Hires/Exp'd:	\$8.25 to \$16.00/hr	Median: \$11.10/hr
Exp'd/After 3 Years:	\$10.00 to \$15.50/hr	Median: \$12.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan. Some provide vision insurance and life insurance. Some employers also provide medical insurance for part-time employees.

Getting the Training

Many colleges and universities offer certificate and degree programs which range in length from nine months to six years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Chemical Dependency Counselors in Sacramento and Yolo Counties are employed by government and social service agencies, and by hospitals and outpatient care facilities. Almost all employers fill openings through in-house promotion or transfer. Most also recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 890 to 1,090 Chemical Dependency Counselors currently employed in Sacramento and Yolo Counties. About 63 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; writing skills; English grammar and spelling skills.

Other Qualifications: Problem solving skills; ability to handle crisis situations; organizational and time management skills; attention to detail; record keeping skills; ability to work under pressure; multi-cultural familiarity.

Nationwide Job Outlook

Employment of social workers in hospitals is projected to grow much faster than the average for the economy as a whole due to greater emphasis on discharge planning, which facilitates early discharge of patients by assuring that the necessary medical services and social supports are in place when individuals leave the hospital. Employment of social workers in private social service agencies is projected to grow about as fast as the average. Although demand for their services is expected to increase rapidly, agencies will increasingly restructure services and hire more lower paid human services workers instead of social workers. Employment in government should also grow about as fast as the average in response to increasing needs for public welfare and family services. Also, with increasing affluence, people will be more willing to pay for professional help to deal with personal problems.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Medical Assistants

Also known as Medical Technicians

Description

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties (OES 660050).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers do not require prior experience, although certification as a Medical Assistant is generally required. Promotions for Medical Assistants may lead to Office Manager or, with additional education, to other healthcare services occupations. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work on-call or part-time, and the willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$9.50/hr	Median: \$8.72/hr
New Hires/Exp'd:	\$8.00 to \$11.75/hr	Median: \$9.68/hr
Exp'd/After 3 Years:	\$8.50 to \$12.75/hr	Median: \$10.54/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide life insurance and vision insurance.

Getting the Training

Certificate and degree programs range in length from five months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Medical Assistants in Sacramento and Yolo Counties are employed by physicians and clinics. Many employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer.

Employment Information

Occupation Size: Medium. There are approximately 1,395 to 1,705 Medical Assistants currently employed in Sacramento and Yolo Counties. About 75 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to apply sterilization techniques; knowledge of medical terminology; telephone answering skills; ability to write effectively; possession of a Medical Assistant Certificate; understanding of inventory techniques.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Ability to handle crisis situations; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2005 as the health services industry expands. Employment growth will be driven by growth in the number of group and other health care practices that use support personnel. Medical assistants primarily work in outpatient settings, where fast growth is expected. Most job openings, however, will result from the need to replace experienced assistants who leave the occupation. In view of the high turnover as well as the preference of many physicians for trained personnel, job prospects should be excellent for medical assistants with formal training or experience, particularly those with certification.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Medical Records Technicians

Also known as Medical Records Clerks

Description

Medical Records Technicians compile and maintain medical records of hospital and clinic patients (OES 329110).

Training, Experience and Other Requirements

Many recent hires have completed high school. Many others have completed two years of college. Most employers require prior experience. Promotions for Medical Records Technicians may lead to supervisory positions. Most jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.50 to \$11.75/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$6.50 to \$12.50/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$8.00 to \$14.25/hr	Median: \$10.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide life insurance. Many provide vision insurance.

Getting the Training

Certificate and degree programs range in length from three months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Medical Records Technicians in Sacramento and Yolo Counties are employed by hospitals and clinics. Almost all employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 185 to 225 Medical Records Technicians currently employed in Sacramento and Yolo Counties. About 85 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Alphabetic and numeric filing skills; ability to follow medical records control procedures; ability to write effectively; knowledge of medical terminology; understanding of Medicare rules and regulations; analytical skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to write legibly; oral communication skills.

Other Qualifications: Ability to pay attention to detail; ability to work independently; ability to work under pressure; willingness to work with close supervision.

Nationwide Job Outlook

The job prospects for formally trained technicians should be very good. Employment of medical record technicians is expected to grow much faster than the average for all occupations through the year 2005 due to rapid growth in the number of medical tests, treatments, and procedures and because medical records will be increasingly scrutinized by third-party payers, courts, and consumers. The need for detailed medical records in offices and clinics of doctors of medicine should translate into rapid growth in employment opportunities for medical record technicians in large group practices and offices of specialists. Rapid growth is also expected in health maintenance organizations, nursing homes, and home health agencies. Hospitals will continue to employ the most technicians, and most job openings will occur because of replacement needs.

Medical Transcriptionists

Non-OES Occupational Outlook Survey

Description

Medical Transcriptionists operate typewriters, word processors, or computers to transcribe letters, reports, and other recorded data using a transcribing machine (DOT 203.582-058).

Training, Experience and Other Requirements

Most recent hires have completed one to two years of college or vocational training. Most employers require one to two years of prior experience. Promotions for Medical Transcriptionists may lead to supervisory positions. Almost all jobs are 40 hours per week. Some jobs are 20-30 hours per week. Employers report that computer spreadsheet skills and a willingness to participate in drug testing are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.25 to \$11.00/hr	Median: \$10.55/hr
New Hires/Exp'd:	\$10.75 to \$13.75/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$12.75/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, and a retirement plan. Most also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from three months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Medical Transcriptionists in Sacramento and Yolo Counties are employed by hospitals, clinics, offices of physicians, and skilled nursing facilities. Almost all employers recruit applicants through newspaper advertisements. Some openings are filled by hiring unsolicited applicants and/or referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 160 to 200 Medical Transcriptionists currently employed in Sacramento and Yolo Counties. About 89 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work; verbal communication skills; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to lift at least 10 lbs; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; ability to work under pressure; organizational and time management skills; record keeping skills; problem solving skills; ability to handle crisis situations.

Nationwide Job Outlook

Although the need for health care documentation is expected to increase as health services continue to grow, growth of medical transcriptionist jobs should be slowed as more doctors and nurses directly enter their notes into computers. The widespread use of dictation machines has greatly reduced the need for office stenographers. The traditional "steno pool" is practically a thing of the past. Audio recording equipment and the use of personal computers by managers and other professionals should continue to greatly decrease the demand for these workers.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Motorcycle Repairers

Also known as Motorcycle Mechanics

Description

Motorcycle Repairers repair and overhaul motorcycles, motor scooters, mopeds, or similar motorized vehicles (OES 853080).

Training, Experience and Other Requirements

Most recent hires have completed high school plus vocational training. Most employers do not require prior experience. A few jobs are filled by promoting from Apprentice or Helper positions. Journey-level status comes after several years of on-the-job experience. Motorcycle Repairers generally specialize in a particular type of motorcycle such as Honda, Yamaha, or Harley-Davidson. Promotions may lead to supervisory positions such as Service Manager. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$7.00/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$6.50 to \$12.00/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$11.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave.

Getting the Training

Certificate programs take about one year to complete, although employers often provide apprenticeship or on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Motorcycle Repairers in Sacramento and Yolo Counties are employed by motorcycle dealers and repair shops. Most employers fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 40 to 50 Motorcycle Repairers currently employed in Sacramento and Yolo Counties. About 3 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use service manuals; ability to repair gas engines; ability to do engine diagnostic work; ability to repair electrical systems; knowledge of electronic technology.

Physical Abilities: Ability to lift at least 50 lbs; ability to stand continuously for 2 or more hours; ability to lift at least 100 lbs.

Basic Skills: Possess mechanical aptitude; ability to read and follow instructions; ability to work independently; willingness to work with close supervision; oral communication skills; ability to write legibly; ability to perform basic mathematical computations.

Other Qualifications: Possess valid Class M driver's license; provide own hand tools.

Nationwide Job Outlook

Employment of motorcycle mechanics is expected to grow about as fast as the average for all occupations through the year 2005. The majority of job openings are expected to occur because many workers leave each year to transfer to other occupations, or retire or stop working for other reasons. Job prospects should be especially favorable for persons who complete mechanic training programs. Growth of personal disposable income over the 1992-2005 period should provide consumers with more discretionary dollars to buy goods such as motorcycles-requiring more mechanics to keep the growing amount of equipment in operation.

Nurse Aides

Description

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides (OES 660080).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most have also completed one to two years of college or vocational training. Certification may be required by some employers; contact the State Department of Health Services, Nurse Assistant Certification Section for information on how to become a certified nursing assistant (CNA). Many employers report that they always require prior experience. With additional education or training, promotions for Nurse Aides may lead to other healthcare occupations such as Licensed Vocational Nurse. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Willingness to work weekends, nights, part-time, overtime, and on-call is important for job entry. Willingness to participate in drug testing may also be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$9.00/hr	Median: \$7.03/hr
New Hires/Exp'd:	\$5.00 to \$10.00/hr	Median: \$6.25/hr
Exp'd/After 3 Years:	\$6.00 to \$11.75/hr	Median: \$7.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, vision insurance, and life insurance. Many provide a retirement plan. Of those employers that have part-time employees, many provide fringe benefits, including medical insurance.

Getting the Training

Certificate programs range in length from one to four months, although some employers may provide training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Most Nurse Aides in Sacramento and Yolo Counties are employed by skilled nursing facilities and hospitals. Almost all employers are non-union. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Employment Information

Occupation Size: Large. There are approximately 3,140 to 3,835 Nurse Aides currently employed in Sacramento and Yolo Counties. About 82 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 85-105 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 35-45 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; ability to perform routine, repetitive work; writing skills; verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform basic mathematical calculations.

Physical Abilities: Ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to lift at least 100 lbs.; ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; ability to handle crisis situations; multi-cultural familiarity; problem solving skills; supervisory skills; record keeping skills; plan and organize the work of others; trained in CPR and first aid techniques; possess good DMV driving record.

Nationwide Job Outlook

Job prospects should be very good through the year 2005. Employment of nursing aides is expected to grow much faster than the average for all occupations in response to an emphasis on rehabilitation and the long-term care needs of a rapidly growing population of those 75 years old and older. Employment will increase as a result of the expansion of nursing homes and other long-term care facilities for people with chronic illnesses and disabling conditions, many of whom are elderly. Employment will also increase due to modern medical technology which increases the need for the extended care provided by aides.

Nurse Practitioners

Non-OES Occupational Outlook Survey

Description

Nurse Practitioners provide general medical care and treatment to patients in a medical facility, such as a clinic, health center, or public health agency, under the direction of a physician (075.264-999*).

Training, Experience and Other Requirements

Nurse Practitioners must have a valid Registered Nurse license and complete a program of study approved by the state; contact the State Board of Registered Nursing for information. Many employers report that they always require prior experience. Most report that they are sometimes willing to accept training as a substitute for experience. Nurse Practitioners usually specialize (e.g. neonatal, pediatric, school, adult and family, occupational health, psychiatric, and geriatric). Promotions for Nurse Practitioners may lead to management positions. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Willingness to work part-time, on-call, weekends, temporary, overtime, and nights is important for job entry. Willingness to participate in drug testing may also be important. Some employers report that computer word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$20.00 to \$25.50/hr	Median: \$22.85/hr
New Hires/Exp'd:	\$20.00 to \$28.00/hr	Median: \$24.22/hr
Exp'd/After 3 Years:	\$25.00 to \$33.00/hr	Median: \$27.48/hr

Surveys indicated that union wages were typically at the top end of the range.

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, and a retirement plan. Many also provide life insurance and vision insurance. Some provide child care benefits. Of those employers that have part-time employees, most provide fringe benefits, including medical insurance.

Getting the Training

Some colleges and universities offer degree or graduate programs in nursing. Refer to the Occupation-Training Index or college or university catalogs for more information.

Getting the Job

Most Nurse Practitioners in Sacramento and Yolo Counties are employed by hospitals and public health organizations. Most employers are non-union, although most of the employment is provided by union employers. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 150 to 250 Nurse Practitioners currently employed in Sacramento and Yolo Counties. About 50 percent are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Insufficient Data

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; English grammar and spelling skills; writing skills; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to lift at least 100 lbs.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; ability to handle crisis situations; record keeping skills; trained in CPR and first aid techniques; multi-cultural familiarity; plan and organize the work of others; problem solving skills; supervisory skills; possess good DMV driving record.

Nationwide Job Outlook

Employment of registered nurses (including nurse practitioners) is expected to grow much faster than the average for all occupations through the year 2005. Driving this growth will be technological advances in patient care, which permit a greater number of medical problems to be treated, and increasing emphasis on primary care. The number of older people, who are much more likely than younger people to need medical care, is projected to grow very rapidly. Many job openings also will result from the need to replace experienced nurses who leave the occupation, especially as the average age of the registered nurse population continues to rise.

* This is a modified DOT code, based in part on DOT code 075.264-010.

Nursery Workers

Description

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Does not include workers whose primary duties involve sales or cashiering (OES 790050).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. Promotions for Nursery Workers may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 16-20 hours per week. Some jobs are seasonal. Willingness to work part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$6.50/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$5.75 to \$7.00/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$6.25 to \$8.00/hr	Median: \$7.25/hr

Almost all employers provide a paid vacation.

Getting the Training

Certificate and degree programs range in length from four months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Nursery Workers in Sacramento and Yolo Counties are employed by retail and wholesale nurseries. Most employers fill openings by hiring unsolicited applicants. Many also recruit applicants through newspaper advertisements and/or hire referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 275 to 335 Nursery Workers currently employed in Sacramento and Yolo Counties. About 29 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of horticulture.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills.

Other Qualifications: Willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Much faster than average growth projected through 2005. (No additional detail information available.)

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Occupational Therapists

Description

Occupational Therapists plan, organize, and participate in a medically oriented occupational program in hospitals or similar institutions to rehabilitate patients who are physically or mentally ill (OES 323050).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the American Occupational Therapy Association for information. Most recent hires have completed four years of college plus vocational training. Most employers require prior experience. A few jobs are filled by promoting from Occupational Therapist Assistant positions. Promotions for Occupational Therapists may lead to higher level positions such as Occupational Therapist II or III. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$15.00 to \$19.50/hr	Median: \$17.28/hr
New Hires/Exp'd:	\$17.00 to \$20.75/hr	Median: \$19.66/hr
Exp'd/After 3 Years:	\$19.00 to \$23.25/hr	Median: \$20.83/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

No local programs were identified for this occupation. (Contact San Jose State University for information.)

Getting the Job

Most Occupational Therapists in Sacramento and Yolo Counties are employed by hospitals and clinics, and by offices of physical and occupational therapists. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 135 to 165 Occupational Therapists currently employed in Sacramento and Yolo Counties. About 90 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Eligibility for occupational therapy registration; American Occupational Therapy Association registration; ability to write effectively; record keeping skills; problem solving skills; knowledge of geriatrics.

Physical Abilities: Good physical condition; possession of emotional stability; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Ability to work as part of a team; ability to relate to patients; ability to exercise patience; ability to work independently; empathetic; imagination and creativity.

Nationwide Job Outlook

Employment of occupational therapists is expected to increase much faster than the average for all occupations through the year 2005 due to anticipated growth in demand for rehabilitation and long-term care services. Several factors are increasing the need for rehabilitative services. Medical advances are now making it possible for more patients with critical problems to survive. These patients, however, may need extensive therapy. Also, there is the anticipated demand generated by the baby-boom generation's move into middle age, a period during which the incidence of heart attack and stroke increases, and by the population 75 years of age and above which is a rapidly growing age group that suffers from a very high incidence of disabling conditions.

Occupational Therapy Assistants

Description

Occupational Therapy Assistants and Aides assist Occupational Therapists in administering medically oriented occupational programs to assist in rehabilitating patients in hospitals and similar institutions (OES 660210).

Training, Experience and Other Requirements

Almost all recent hires have completed two years of college. Most employers do not require prior experience. With additional education or training, promotions for Occupational Therapy Assistants may lead to other healthcare services occupations. Most jobs are 40 hours per week. Willingness to work on-call or part-time, and the willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$11.00 to \$14.00/hr	Median: \$11.59/hr
New Hires/Exp'd:	\$10.50 to \$15.00/hr	Median: \$12.50/hr
Exp'd/After 3 Years:	\$12.75 to \$18.00/hr	Median: \$14.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance and life insurance.

Getting the Training

Certificate and degree programs take about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Occupational Therapy Assistants in Sacramento and Yolo Counties are employed by hospitals, skilled nursing facilities, and offices of physical therapists. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from schools and training programs and/or employees.

Employment Information

Occupation Size: Small. There are approximately 60 to 70 Occupational Therapy Assistants currently employed in Sacramento and Yolo Counties. About 75 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Occupational Therapy Assistant Certification; ability to write effectively; knowledge of medical terminology; ability to maintain progress notes and treatment summaries.

Physical Abilities: Ability to lift and move patients; ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly; ability to sit continuously for 2 or more hours; ability to lift at least 100 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Ability to exercise patience; ability to work independently; ability to deal effectively with difficult individuals; possession of mechanical aptitude; willingness to work with close supervision; public contact skills; understanding of a variety of cultures.

Nationwide Job Outlook

Much faster than average growth projected through 2005. (No additional detail information available.)

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Office Machine & Cash Register Servicers

Also known as Office Equipment Service Technicians

Description

Office Machine and Cash Register Servicers repair and service cash registers and office machines, such as adding, accounting, calculating, duplicating, and typewriting. They may repair manual, electrical and electronic office machines. Does not include workers who primarily repair word processing or other computerized systems (OES 859260).

Training, Experience and Other Requirements

Most recent hires have completed high school plus some vocational training. Most employers do not require prior experience. Some Office Equipment Service Technicians develop specialties such as: repairing a single type of machine; repairing the machines of a single manufacturer; or repairing a wide variety of machine types and models. Promotions may lead to supervisory or Service Manager positions. Almost all jobs are 40 hours per week. Willingness to work overtime may be important for job entry. Most employers report that computer skills are becoming increasingly important. Some employers also report a short supply of applicants with adequate electronic skills.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$10.00/hr	Median: \$7.56/hr
New Hires/Exp'd:	\$8.25 to \$12.00/hr	Median: \$9.30/hr
Exp'd/After 3 Years:	\$9.50 to \$14.00/hr	Median: \$11.63/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance. Many provide vision insurance, life insurance, and a retirement plan.

Getting the Training

Certificate programs range in length from three to five months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Office Equipment Service Technicians in Sacramento and Yolo Counties are employed by office equipment wholesalers and repair shops. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some openings are filled by hiring unsolicited applicants and/or referrals from schools and training programs.

Employment Information

Occupation Size: Small. There are approximately 275 to 335 Office Equipment Service Technicians currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work independently; verbal communication skills; ability to work as part of a team; writing skills; English grammar and spelling skills.

Physical Abilities: Ability to lift at least 50 lbs.

Other Qualifications: Attention to detail; problem solving skills; possess good DMV driving record; organizational and time management skills; ability to work under pressure; ability to handle crisis situations; record keeping skills.

Nationwide Job Outlook

Employment of those who repair office machines is expected to grow more slowly than the average for all occupations. Slow growth in the amount of non-computer-based office equipment will dampen the demand for these repairers.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Opticians

Description

Opticians design, measure, fit, and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames. Includes Contact Lens Opticians (OES 325140).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Department of Health Services, Registered Dispensing Optician Program for information. Most recent hires have completed high school plus vocational or apprenticeship training. Most employers require prior experience. Promotions for Opticians may lead to supervisory or management positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$8.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$7.00 to \$15.00/hr	Median: \$8.50/hr
Exp'd/After 3 Years:	\$8.00 to \$15.00/hr	Median: \$10.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, and vision insurance. Many provide a retirement plan.

Getting the Training

Certificate programs take about eight months to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Opticians in Sacramento and Yolo Counties are employed by offices and clinics of optometrists, optical goods stores, and hospitals and clinics. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 235 to 290 Opticians currently employed in Sacramento and Yolo Counties. About 50 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to operate optical instruments; ability to prepare work orders for corrective lenses; ability to apply sales techniques; ability to read prescriptions for corrective lenses; ability to operate precision measuring instruments.

Physical Abilities: Possession of good color perception; good vision.

Basic Skills: Oral communication skills; ability to write legibly; basic math skills; ability to read and follow instructions.

Other Qualifications: Public contact skills; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment in this occupation is expected to increase faster than the average for all occupations through the year 2005 in response to rising demand for corrective lenses. The number of middle-aged and elderly persons is projected to increase rapidly. Middle age is a time when many people use corrective lenses for the first time, and elderly persons require more vision care, on the whole, than others. Fashion, too, influences demand. Frames come in a growing variety of styles and colors-encouraging people to buy more than one pair. Finally, demand is expected to grow in response to products such as special lens treatments, photochromic lenses (glasses that become sunglasses in sunlight) now available in plastic as well as glass, tinted lenses, and bifocal, extended wear, and disposable contact lenses.

Painters

Description

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric (OES 874020).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from positions such as Apprentice, Trainee, and Helper. Journey-level status comes after several years of on-the-job experience. Promotions for Painters may lead to supervisory positions, or may take the form of self-employment. Most jobs are 32-40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$8.00/hr	Median: \$6.75/hr
New Hires/Exp'd:	\$8.00 to \$14.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$11.50 to \$15.00/hr	Median: \$12.00/hr

Most employers provide medical insurance and dental insurance.

Getting the Training

Apprenticeship training takes about four years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Painters in Sacramento and Yolo Counties are employed by painting contractors and government agencies. Some Painters are self-employed. Almost all employers fill openings by hiring unsolicited applicants. Most also recruit applicants through newspaper advertisements and/or hire referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,180 to 1,445 Painters currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 35-45 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Surface preparation skills; roller painting skills; brush painting skills; customer service skills; knowledge of paints and related chemicals; spray painting skills.

Physical Abilities: Ability to stand for prolonged periods; ability to work from ladders/scaffolds; ability to lift at least 50 lbs; ability to tolerate dust and paint fumes; good color perception; ability to lift at least 100 lbs.

Basic Skills: Attention to detail; ability to read and follow instructions; ability to work independently; willingness to work with close supervision; oral communication skills.

Other Qualifications: Trained in safe work practices; regular use of own reliable vehicle.

Nationwide Job Outlook

Employment of painters and paperhangers is expected to grow faster than the average for all occupations through the year 2005 as the level of new construction increases and the stock of buildings and other structures that require maintenance and renovation grows. In addition to job openings created by rising demand for the services of these workers, many jobs will become available each year as workers transfer to other occupations or leave the labor force. Because there are no strict training requirements for entry, many people with limited skills work as painters or paperhangers for a short time and then move on to other types of work, creating many job openings.

Paralegal Personnel

Also known as Paralegals and Legal Assistants

Description

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action (OES 283050).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers require prior experience. A few jobs are filled by promoting from Legal Secretary positions. Promotions for Paralegals and Legal Assistants usually take the form of increased responsibility and higher pay. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.75 to \$10.25/hr	Median: \$10.05/hr
New Hires/Exp'd:	\$10.50 to \$15.00/hr	Median: \$13.26/hr
Exp'd/After 3 Years:	\$13.75 to \$20.25/hr	Median: \$15.86/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan and life insurance. Most also provide dental insurance. Many provide vision insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Paralegals and Legal Assistants in Sacramento and Yolo Counties are employed by attorneys and/or law firms. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 415 to 505 Paralegals and Legal Assistants currently employed in Sacramento and Yolo Counties. About 73 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write effectively; understanding of court proceedings; understanding of legal terms; problem solving skills; report writing skills; record keeping skills; investigative research skills.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills.

Other Qualifications: Ability to work under pressure; ability to read and comprehend information quickly; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment of paralegals is expected to grow much faster than the average for all occupations through the year 2005. Job opportunities are expected to expand as more employers become aware that paralegals are able to do many legal tasks for lower salaries than lawyers. Both law firms and other employers with legal staffs should continue to emphasize hiring paralegals so that the cost, availability, and efficiency of legal services can be improved. New jobs created by rapid employment growth will create most of the job openings for paralegals in the future. Other job openings will arise as people leave the occupation. Although the number of job openings for paralegals is expected to increase significantly through the year 2005, so will the number of persons pursuing this career. Thus, keen competition for jobs should continue. Private law firms will continue to be the largest employers of paralegals as a growing population needs more legal services.

Personal & Home Care Aides

Also known as Caregivers

Description

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers (OES 680350).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Many have also completed up to four years of college. Some employers report that they always require prior experience. Most report that they are sometimes willing to accept training as a substitute for experience. Promotions for Personal and Home Care Aides may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, part-time, overtime, on-call, and temporary is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that the ability to practice patience is very important for this occupation.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$9.75/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.00 to \$10.50/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$6.00 to \$11.50/hr	Median: \$8.74/hr

Surveys indicated that union wages were typically at the top end of the range.

Almost all employers provide medical insurance. Most also provide a paid vacation, paid sick leave, and dental insurance. Many provide vision insurance and life insurance. Some provide a retirement plan. Of those employers that have part-time employees, a few provide fringe benefits.

Getting the Training

Most employers provide on-the-job training for this occupation.

Getting the Job

Most Personal and Home Care Aides in Sacramento and Yolo Counties are employed by public and private social service agencies, home health care services, and hospitals. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 630 to 770 Personal and Home Care Aides currently employed in Sacramento and Yolo Counties. About 82 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; writing skills; English grammar and spelling skills; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to do strenuous, physically demanding work; ability to pass a pre-employment medical exam; ability to stand continuously for 2 or more hours; ability to lift at least 100 lbs.; ability to sit continuously for 2 or more hours.

Other Qualifications: Trained in CPR and first aid techniques; organizational and time management skills; ability to handle crisis situations; multi-cultural familiarity; record keeping skills; attention to detail; ability to work under pressure; problem solving skills; possess good DMV driving record; supervisory skills; plan and organize the work of others.

Nationwide Job Outlook

A large number of job openings is expected for homemaker-home health aides, due to very rapid growth and very high turnover. This occupation is expected to be among the fastest growing occupations through the year 2005-more than doubling in size. The number of people in their seventies and beyond is projected to rise substantially. This age group is characterized by mounting health problems that require some assistance. Also, there will be an increasing reliance on home care for patients of all ages. This trend reflects several developments: Efforts to contain costs by moving patients out of hospitals and nursing facilities as quickly as possible; the realization that treatment can be more effective in familiar surroundings rather than clinical surroundings; and the development of portable medical equipment for in-home treatment.

Personnel Clerks

Also known as Personnel Assistants

Description

Personnel Clerks, Except Payroll and Timekeeping, compile and keep personnel records. They record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and on the date of and reason for termination. They also compile and type reports from employment records, file employment records, and search employee files and furnish information to authorized persons. Does not include workers whose primary responsibilities are to compute and post payroll or timekeeping records (OES 553140).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from clerical assistant positions. Promotions for Personnel Clerks may lead to supervisory positions. Most jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.75 to \$12.25/hr	Median: \$9.80/hr
New Hires/Exp'd:	\$9.00 to \$14.00/hr	Median: \$10.29/hr
Exp'd/After 3 Years:	\$10.75 to \$15.50/hr	Median: \$13.36/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance and life insurance.

Getting the Training

Certificate and degree programs range in length from one month to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Personnel Clerks in Sacramento and Yolo Counties are employed by personnel departments of medium to large organizations and government agencies. Almost all employers fill openings through in-house promotion or transfer. Most also recruit applicants through newspaper advertisements.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Medium. There are approximately 1,100 to 1,345 Personnel Clerks currently employed in Sacramento and Yolo Counties. About 84 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Record keeping skills; accounting skills; bookkeeping skills; ability to use a calculator; ability to do arithmetic using fractions.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to pay attention to detail; interpersonal skills; understanding of a variety of cultures; ability to work independently.

Nationwide Job Outlook

Replacement needs will account for most job openings for personnel clerks through the year 2005. Jobs will open up as clerks advance within the personnel department, take a job unrelated to personnel administration, or leave the labor force. Employment of personnel clerks is expected to grow about as fast as the average for all occupations through the year 2005. Contributing to the demand for personnel clerks is the increased workload associated with a growing work force and changing personnel practices brought about by changes in tax and immigration laws, the growing popularity of flexible benefit plans, and the growth of legislatively mandated benefits. Despite increased workloads, automation of personnel departments will increase the productivity of personnel clerks and moderate their employment growth. The growing use of computers and electronic data interchange (EDI) in personnel or human resource departments means that a lot of data entry work done by personnel clerks can be eliminated as employees themselves enter the data and send it to the personnel office.

Personnel, Training & Labor Relations Managers

Also known as Human Resource Managers

Description

Personnel, Training, and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration (OES 130050).

Training, Experience and Other Requirements

Almost all recent hires have completed four years of college. Employers report that they always require prior experience. Promotions for Personnel Managers may lead to Human Resource Director or other executive level management positions. Almost all jobs are 40 hours per week. Willingness to work overtime, weekends, and nights is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing, database and spreadsheet skills are important. Many employers also report that knowledge of labor laws is important. Skills in using the Internet for the purposes of posting job listings and recruiting applicants may be important as well.

Wages and Fringe Benefits

New Hires/Inexp'd:	Not Applicable	
New Hires/Exp'd:	\$10.00 to \$27.50/hr	Median: \$20.14/hr
Exp'd/After 3 Years:	\$12.25 to \$32.25/hr	Median: \$23.49/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, paid sick leave, a retirement plan, and life insurance. Most also provide vision insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in business and management. In addition, certificate programs in human resources are available. Refer to the Occupation-Training Index or college or university catalogs for more information.

Getting the Job

Personnel Managers are employed by a wide variety of industries. Most employers recruit applicants through newspaper advertisements. Some also fill openings through in-house promotion.

Employment Information

Occupation Size: Medium. There are approximately 845 to 1,035 Personnel Managers currently employed in Sacramento and Yolo Counties. About 64 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 20-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers with prior experience.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; English grammar and spelling skills; writing skills; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; record keeping skills; ability to work under pressure; supervisory skills; ability to handle crisis situations; ability to plan and organize the work of others; multi-cultural familiarity; trained in CPR and first aid techniques.

Nationwide Job Outlook

The number of personnel, training, and labor relations specialists and managers is expected to grow faster than the average for all occupations through the year 2005. As in other occupations, job growth among specialists is projected to outpace job growth among managers. In addition, many job openings will result from the need to replace workers who leave this occupation to transfer to other jobs, retire, or for other reasons. However, the job market is likely to remain competitive in view of the abundant supply of qualified college graduates and experienced workers.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Pharmacists

Description

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners (OES 325170).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Pharmacy for information. Almost all recent hires have completed four years of college plus an internship. Most employers require prior experience. Promotions for Pharmacists may lead to supervisory or management positions. Most jobs are 40 hours per week. Some jobs are 20-24 hours per week. Willingness to work part-time or on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$20.00 to \$31.50/hr	Median: \$24.61/hr
New Hires/Exp'd:	\$25.00 to \$33.00/hr	Median: \$30.00/hr
Exp'd/After 3 Years:	\$25.00 to \$34.50/hr	Median: \$31.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, life insurance, paid sick leave, a retirement plan, and vision insurance.

Getting the Training

No local programs were identified for this occupation. (Contact University of the Pacific in Stockton for information.)

Getting the Job

Almost all Pharmacists in Sacramento and Yolo Counties are employed by drug stores/pharmacies, hospitals and clinics, and grocery stores. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 430 to 525 Pharmacists currently employed in Sacramento and Yolo Counties. About 34 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to calculate weights and measurements; knowledge of microcomputer hardware and operating systems; knowledge of disease processes; knowledge of over-the-counter medications; understanding of common illnesses; understanding of health insurance; understanding of Medi-Cal rules and regulations; record keeping skills.

Physical Abilities: Good vision; ability to perform precision work.

Basic Skills: Basic math skills; ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Customer service skills; ability to work independently; understanding of a variety of cultures.

Nationwide Job Outlook

Employment of pharmacists is expected to grow faster than the average for all occupations through the year 2005, due to the increased pharmaceutical needs of a larger and older population and greater use of medication. As in other occupations, most job openings will result from the need to replace pharmacists who leave the profession. The increased number of middle-aged and elderly people will spur demand in all practice settings. Projected rapid growth in the elderly population is especially important because the number of prescriptions influences demand for pharmacists, and the elderly use more prescription drugs, on the average, than younger people.

Pharmacy Technicians

Description

Pharmacy Technicians fill orders for unit doses and pre-packaged pharmaceuticals and perform other related duties under the direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the care and maintenance of equipment and supplies (OES 325181).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Pharmacy for information. Most recent hires have completed high school plus some college or vocational training. Most employers require about one year of prior experience as a technician or clerk. A few jobs are filled by promoting from Pharmacy Clerk positions. Promotions for Pharmacy Technicians may lead to Senior Technician or supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Willingness to work weekends, nights, and part-time may be important for job entry. Employers report that computer spreadsheet skills and a willingness to participate in drug testing are important. Some employers also report that computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$10.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.00 to \$11.75/hr	Median: \$9.54/hr
Exp'd/After 3 Years:	\$9.00 to \$12.50/hr	Median: \$10.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, a retirement plan, life insurance, and vision insurance. Some provide child care. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs range in length from eight months to one year. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Pharmacy Technicians in Sacramento and Yolo Counties are employed by drug stores/pharmacies, hospitals and clinics, and grocery stores. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 430 to 525 Pharmacy Technicians currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to perform basic mathematical calculations; ability to work independently; English grammar and spelling skills; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam.

Other Qualifications: Ability to work under pressure; attention to detail; organizational and time management skills; record keeping skills.

Nationwide Job Outlook

Much faster than average growth projected through 2005. (No additional detail information available.)

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Photographers

Description

Photographers photograph persons, subjects, merchandise or other commercial products. They may develop negatives and produce finished prints. Includes Scientific Photographers, Aerial Photographers, and Photojournalists (OES 340230).

Training, Experience and Other Requirements

Almost all recent hires have completed high school or two years of college. Most employers require prior experience. A few jobs are filled by promoting from assistant positions. Most Photographers develop specialties, including portrait, wedding, sports, and newspaper photography. Promotions generally take the form of higher income or self-employment. Most jobs are 40 hours per week. Some jobs are part-time or on-call, 5-30 hours per week. Willingness to work irregular hours or to work part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$10.00/hr	Median: \$6.91/hr
New Hires/Exp'd:	\$7.75 to \$12.00/hr	Median: \$9.62/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$11.63/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide dental insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Photographers in Sacramento and Yolo Counties are employed by photo studios and newspapers. Some are self-employed. Many employers recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 265 to 325 Photographers currently employed in Sacramento and Yolo Counties. About 26 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to follow darkroom procedures.

Physical Abilities: Ability to use hands, arms and fingers; good vision; ability to stand continuously for 2 or more hours; possession of good color perception.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills; ability to write legibly.

Other Qualifications: Ability to work under pressure; ability to work independently; possession of a reliable vehicle; willingness to work with close supervision; public contact skills; interpersonal skills.

Nationwide Job Outlook

Photography, particularly commercial photography and photojournalism, is a highly competitive field. There are more people who want to be photographers than there is work to support them. Only the most skilled and those with the best business ability are able to find salaried positions or attract enough work to support themselves as self-employed photographers. Some become "weekenders," individuals with full-time jobs in other fields who take photographs of weddings and other special events on weekends. Employment of photographers is expected to grow about as fast as the average for all occupations through the year 2005. Many additional job openings will arise as workers leave the occupation. The growing use of visual images in education, communication, entertainment, marketing, research and development, and other areas should spur demand for photographers. Demand for portrait photographers should increase as the population grows.

Photographic Processing Machine Operators

Also known as Photo Lab Technicians

Description

Photographic Processing Machine Operators and Tenders operate or tend photographic processing machines, such as motion picture film printing machines, photographic printing machines, film developing machines, and mounting presses according to job specifications (OES 929080).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. Promotions for Photo Lab Technicians may lead to Dark Room Technician or to supervisory or management positions. Almost all jobs are 40 hours per week. Some jobs are 20 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$5.50/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$4.50 to \$8.50/hr	Median: \$5.50/hr
Exp'd/After 3 Years:	\$6.00 to \$10.00/hr	Median: \$7.50/hr

Most employers provide medical insurance and a paid vacation.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Almost all Photo Lab Technicians in Sacramento and Yolo Counties are employed by photo developing and finishing laboratories. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 175 to 215 Photo Lab Technicians currently employed in Sacramento and Yolo Counties. About 43 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to interact well with others; oral communication skills; ability to work independently; ability to read and follow instructions; ability to write legibly; willingness to work with close supervision.

Other Qualifications: Trained in safe work practices.

Nationwide Job Outlook

Employment of photographic process workers is expected to increase about as fast as the average for all occupations through the year 2005. Most openings will result from replacement needs, which tend to be higher for machine operators than for precision process workers. The volume of film to be processed should ensure continued job growth for machine operators, despite laborsaving advances in photographic processing equipment, as long as film remains the mainstay of photographic processing. Digital cameras, which use electronic memory rather than a film negative to record the image, are now available. However, these cameras are much more expensive than conventional cameras, and generally are not capable of producing an equally sharp image. As the technology improves and the price declines, some photographic process machine operators may be displaced.

Physical Therapist Assistants

Also known as PT Assistants

Description

Physical Therapist Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records (OES 660171).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the Physical Therapy Examining Committee for information. Almost all recent hires have completed two or four years of college. Most employers require prior experience. A few jobs are filled by promoting from Physical Therapy Aide positions. With additional education, promotions for Physical Therapist Assistants may lead to Physical Therapist or other healthcare services occupations. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.50 to \$15.00/hr	Median: \$11.04/hr
New Hires/Exp'd:	\$10.50 to \$13.50/hr	Median: \$11.54/hr
Exp'd/After 3 Years:	\$12.00 to \$16.00/hr	Median: \$14.21/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance and life insurance.

Getting the Training

Certificate and degree programs take about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Physical Therapist Assistants in Sacramento and Yolo Counties are employed by offices of physical therapists and hospitals. Employers use a wide variety of methods to recruit applicants, including advertisements in newspapers and journals.

Employment Information

Occupation Size: Small. There are approximately 115 to 140 Physical Therapist Assistants currently employed in Sacramento and Yolo Counties. About 75 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of anatomy; knowledge of orthopedic care; ability to maintain progress notes and treatment summaries; knowledge of physiology; ability to write effectively; ability to detect complications in patients; ability to apply transferring techniques in moving patients; ability to take vital signs; knowledge of neurology; knowledge of sports medicine; knowledge of geriatrics; understanding of cardio-pulmonary diseases.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical examination; ability to lift 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Much faster than average growth is projected through 2005. (No additional detail information available.)

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Physical Therapists

Also known as PTs and RPTs (Registered Physical Therapists)

Description

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling (OES 323080).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Medical Board, Physical Therapy Examining Committee for information. Most recent hires have completed four years of college. Most employers require prior experience. Promotions for Physical Therapists may lead to supervisory or management positions, or may take the form of self-employment. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$16.50 to \$23.25/hr	Median: \$18.75/hr
New Hires/Exp'd:	\$19.00 to \$26.25/hr	Median: \$21.32/hr
Exp'd/After 3 Years:	\$20.00 to \$29.00/hr	Median: \$23.26/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

No local programs were identified for this occupation. (Contact San Francisco State University for information.)

Getting the Job

Most Physical Therapists in Sacramento and Yolo Counties are employed by hospitals and clinics, and by offices of physical therapists. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from schools and training programs.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 405 to 495 Physical Therapists currently employed in Sacramento and Yolo Counties. About 69 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write effectively; problem solving skills; knowledge of cardiac rehabilitation; knowledge of geriatrics; knowledge of sports medicine; record keeping skills.

Physical Abilities: Manual dexterity; ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly; basic math skills.

Other Qualifications: Ability to work as part of a team; ability to work independently; understanding of a variety of cultures.

Nationwide Job Outlook

Employment of physical therapists is expected to grow much faster than the average for all occupations through the year 2005. Growth will occur as new medical technologies save more people who will then need therapy, as new technologies permit more disabling conditions to be treated, and as the population grows and ages. The rapidly growing elderly population is particularly vulnerable to chronic and debilitating conditions that will require more therapeutic services. At the same time, the baby-boom generation will enter the prime age for heart attack and strokes, increasing the demand for cardiac and physical rehabilitation. More young people will also need physical therapy as medical advances save the lives of a larger proportion of newborns with severe birth defects. Future medical developments will also permit a higher percentage of trauma victims to survive, creating additional demand for rehabilitative care.

Physical Therapy Aides

Also known as PT Aides

Description

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist (OES 660172).

Training, Experience and Other Requirements

Most recent hires have completed two years of college. Most employers do not require prior experience. With additional education or training, promotions for Physical Therapy Aides may lead to Physical Therapist Assistant or to other healthcare services occupations. Most jobs are 20-25 hours per week. Some jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$6.50/hr	Median: \$5.75/hr
New Hires/Exp'd:	\$5.75 to \$9.50/hr	Median: \$6.75/hr
Exp'd/After 3 Years:	\$7.00 to \$10.50/hr	Median: \$8.00/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Many also provide a retirement plan and life insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Physical Therapy Aides in Sacramento and Yolo Counties are employed by offices of physical therapists and hospitals. Employers use a wide variety of methods to recruit applicants, including advertisements in newspapers and journals.

Employment Information

Occupation Size: Small. There are approximately 265 to 320 Physical Therapy Aides currently employed in Sacramento and Yolo Counties. About 75 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of anatomy; ability to detect complications in patients.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills.

Other Qualifications: Willingness to work with close supervision.

Nationwide Job Outlook

Much faster than average growth is projected through 2005. (No additional detail information available.)

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Plumbers

Description

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems (OES 875020).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from positions such as Apprentice or Helper. Journey-level status comes after several years of on-the-job experience. Promotions for Plumbers may lead to supervisory positions, or may take the form of self-employment. Most jobs are 40 hours per week. Willingness to work on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$9.50/hr	Median: \$8.48/hr
New Hires/Exp'd:	\$9.00 to \$25.50/hr	Median: \$13.50/hr
Exp'd/After 3 Years:	\$13.00 to \$25.50/hr	Median: \$19.00/hr

Almost all employers provide medical insurance and dental insurance. Most also provide a paid vacation and a retirement plan. Many provide vision insurance and life insurance.

Getting the Training

Apprenticeship training takes about five years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Plumbers in Sacramento and Yolo Counties are employed by plumbing, heating, and air conditioning contractors. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,035 to 1,265 Plumbers currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; possession of a valid driver's license; pipe fitting skills; soldering skills; understanding of building codes; ability to read blueprints.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to work in cramped/confined spaces; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; basic math skills; oral communication skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision; ability to provide own hand tools; ability to work independently; possession of a good DMV driving record; public contact skills.

Nationwide Job Outlook

Employment of plumbers and pipefitters is expected to grow more slowly than the average for all occupations through the year 2005. Construction activity-residential, industrial, and commercial-is expected to grow significantly over the next decade. Building renovation, including the increasing installation of sprinkler systems; maintenance of powerplants, water and wastewater treatment plants, pipelines, office buildings, factories, and other projects that have large pipe systems; and maintenance of existing residential systems are expected to spur the demand for these workers. However, the growing use of plastic pipe and fittings which are much easier to use, more efficient sprinkler systems, and other technologies will mean that employment will not grow as fast as it has in past years. Most job openings will occur due to the need to replace workers who leave the occupation.

Pre-Press Workers (Print Shops)

Summarized from a Roundtable Discussion

Non-OES Occupational Outlook Survey

Description

Print shops generally fall into one of six industry groups:

1. Quick Printing
2. Light Commercial
3. General Commercial
4. Specialization
5. Publications
6. In-House (including government agencies)

Occupations within the print shop industries generally fall within one of six major areas:

1. PRODUCTION with job titles including pre-press worker, press operator, and binding worker;
2. GRAPHICS with job titles including typesetter, graphic artist, and paste-up worker;
3. SALES with job titles including outside sales rep. and customer service/counterperson;
4. ESTIMATING with job titles including estimator;
5. SCHEDULING with job titles including scheduler; and
6. MANAGEMENT (with varying titles).

Job titles for Pre-Press Workers include Stripper, Platemaker, Camera Operator, Composer/Proofer, Gerber Operator, and Scanner. These occupations involve working with computers, shooting negatives, doing half-tones, screen printing, and working with customers.

Training, Experience and Other Requirements

Minimum qualifications include completion of high school, type 40 wpm, familiarity with computers, strong math skills, and the ability to work independently. Preferred skills include attention to detail, logical, technical ability, and familiarity with darkroom and color separating. Computer technology is "rapidly changing the skills needed for these occupations."

Potential Earnings

\$5.00 to \$5.75/hr at job entry and \$8.50 to \$10.00/hr after three years on the job.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Employer recruitment methods include newspaper advertisements, word of mouth, in-house announcements, and industry publications.

Employment Information

Estimated 1,000 to 2,000 Pre-Press Workers in the Sacramento metro area; employers have the most difficulty finding qualified applicants for Scanner and Stripper positions. About 22 percent in California are female.

Nationwide Job Outlook

Employment of prepress workers is expected to grow more slowly than the average for all occupations through the year 2005. Demand for printed material should grow rapidly spurred by rising levels of personal income, increasing school enrollments, and higher levels of educational attainment. However, increased use of computers in typesetting and page layout should slow the growth of prepress jobs. New technologies are also expected to spur demand for printed materials by expanding markets, allowing advertising dollars currently allotted to nonprint media, such as television, to be spent on direct mail. Work previously requiring a week or more can now be completed in a few days. For example, much faster turnaround time will permit printers to compete with nonprint media for time-sensitive business, providing advertisers with specialty advertisements used to target specific market segments. Technological advances will have a varying effect on the rate of employment growth among the prepress occupations. Growth is expected to be fastest for electronic pagination operators and slowest for precision compositors and typesetters.

Printing Press Machine Operators

Also known as Pressmen

Description

Printing Press Machine Operators and Tenders operate or tend various types of printing machines, such as offset lithographic presses, letter or letterpress presses, flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth, or rubber (OES 925430).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require two to four years of prior experience. Some jobs are filled by promoting from apprentice or other print shop occupations. Promotions for Press Operators may lead to supervisory or management positions. Almost all jobs are 40 hours per week. Willingness to work weekends and overtime may be important for job entry. Some employers report that computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.25 to \$9.00/hr	Median: \$7.50/hr
New Hires/Exp'd:	\$9.50 to \$18.00/hr	Median: \$14.50/hr
Exp'd/After 3 Years:	\$12.00 to \$21.00/hr	Median: \$18.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Most also provide paid sick leave, a retirement plan, and vision insurance. Some provide life insurance.

Getting the Training

Certificate and degree programs range in length from one to two years and do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Press Operators in Sacramento and Yolo Counties are employed by commercial print shops and newspaper publishers. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some openings are filled through in-house promotion.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 275 to 335 Press Operators currently employed in Sacramento and Yolo Counties. About 15 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; ability to work independently; verbal communication skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs.

Other Qualifications: Ability to work under pressure; attention to detail; problem solving skills; ability to handle crisis situations; organizational and time management skills.

Nationwide Job Outlook

Employment of press operators is expected to grow about as fast as the average for all occupations through the year 2005 as demand for printed materials grows. However, employment growth will vary among various press operator jobs. Employment of offset, gravure, and flexographic operators will increase, while employment of letterpress operators will decline. Most job openings will result from the need to replace operators who retire or leave the occupation. Most new jobs will result from expansion of the printing industry as demand for printed material increases in response to demographic trends, U.S. expansion into foreign markets, and growing use of direct mail by advertisers. Changes in the age structure of the population are expected to spur demand for books and magazines as school enrollments rise, even as substantial growth in the middle-aged and older population spurs adult education and leisure reading. Additional growth should stem from increasing foreign demand for domestic trade publications, professional and scientific works, and mass-market books such as paperbacks.

Property & Real Estate Managers

Description

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Does not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate (OES 150110).

Training, Experience and Other Requirements

Most recent hires have completed one to four years of college. Most employers require one to two years of prior experience. Promotions for Property and Real Estate Managers may lead to higher level management positions. Almost all jobs are 40-45 hours per week. Some jobs are 15-20 hours per week. Willingness to work overtime, on-call, and weekends may be important for job entry. Employers report that computer spreadsheet, word processing, and database skills are also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$10.00/hr	Median: \$8.63/hr
New Hires/Exp'd:	\$8.00 to \$14.50/hr	Median: \$11.92/hr
Exp'd/After 3 Years:	\$9.25 to \$19.25/hr	Median: \$15.83/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance and life insurance. Some provide vision insurance and a retirement plan.

Getting the Training

Many colleges and universities offer programs in business administration. In addition, certificate programs range in length from one to four months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Property and Real Estate Managers in Sacramento and Yolo Counties are employed by property management firms. Almost all employers recruit applicants through newspaper advertisements. Some openings are filled by hiring referrals from employees and/or through in-house promotion.

Employment Information

Occupation Size: Medium. There are approximately 1,115 to 1,360 Property and Real Estate Managers currently employed in Sacramento and Yolo Counties. About 48 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 35-40 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform basic mathematical calculations; English grammar and spelling skills; writing skills.

Other Qualifications: Ability to handle crisis situations; organizational and time management skills; attention to detail; ability to work under pressure; supervisory skills; problem solving skills; ability to plan and organize the work of others.

Nationwide Job Outlook

Employment of property and real estate managers is projected to increase faster than the average for all occupations through the year 2005. Despite the rapid growth in demand for these workers, the vast majority of job openings are expected to occur as property managers transfer to other occupations or leave the labor force. Opportunities should be best for persons with college degrees in business administration and related fields. Growth in the demand for office buildings and retail establishments will spur employment of property and real estate managers. Nearly 9 of every 10 new jobs that will be created over the 1992-2005 period are expected to be in wholesale and retail trade; finance, insurance, and real estate; and service industries. Because establishments in these industries are the primary tenants of commercial properties, expansion of these industries is expected to require growth in the Nation's supply of office and retail space. Although development in this area is slow now, it is expected to pick up within several years.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Psychiatric Technicians

Description

Psychiatric Technicians provide nursing care to mentally ill, emotionally disturbed, or mentally handicapped patients and participate in rehabilitation and treatment programs. They help with personal hygiene, and administer oral medications and hypodermic injections, following physician's prescriptions and hospital procedures. They monitor patients' physical and emotional well-being and report to medical staff (OES 329310).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Vocational Nurse and Psychiatric Technician Examiners for information. Most recent hires have completed one to two years of college or vocational training. Some employers report that they always require prior experience. Most report that they are sometimes willing to accept training as a substitute for experience. Promotions for Psychiatric Technicians may lead to supervisory positions. Most jobs are 40 hours per week. Many jobs are part-time or on-call, ranging from 15-20 hours per week. Willingness to work nights, weekends, overtime, part-time, and on-call is important for job entry. Willingness to participate in drug testing may also be important. Many employers report that computer word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.00 to \$12.00/hr	Median: \$11.04/hr
New Hires/Exp'd:	\$10.50 to \$14.50/hr	Median: \$11.77/hr
Exp'd/After 3 Years:	\$11.25 to \$16.50/hr	Median: \$12.47/hr

Surveys indicated that union wages were typically at the top end of the range.

Almost all employers provide medical insurance and other benefits, including a paid vacation, a retirement plan, paid sick leave, dental insurance, and life insurance. Most also provide vision insurance. Of those employers that have part-time employees, most provide fringe benefits, including medical insurance.

Getting the Training

No local programs were identified. Contact Napa Valley College for information.

Getting the Job

Most Psychiatric Technicians in Sacramento and Yolo Counties are employed by psychiatric hospitals, acute care hospitals, skilled nursing facilities, and outpatient clinics. Statewide, most are employed by state mental hospitals. Of those employers surveyed, most are non-union; however, about half of the employment is provided by union employers. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or by hiring unsolicited applicants.

Employment Information

Occupation Size: Small. There are approximately 165 to 205 Psychiatric Technicians currently employed in Sacramento and Yolo Counties. About 88 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to work as part of a team; writing skills; ability to work independently; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours; ability to lift at least 100 lbs.

Other Qualifications: Ability to work under pressure; ability to handle crisis situations; organizational and time management skills; attention to detail; multi-cultural familiarity; problem solving skills; supervisory skills; record keeping skills.

Nationwide Job Outlook

Employment of psychiatric aides is expected to grow about as fast as the average for all occupations through the year 2005. Employment will rise in response to the sharp increase in the number of older persons, many of whom will require mental health services. Employment of aides in private psychiatric facilities and community mental health centers is likely to grow because of increasing public acceptance of formal treatment for drug abuse and alcoholism, and a lessening of the stigma attached to those receiving mental health care. While employment in private psychiatric facilities may grow, employment in public mental hospitals is likely to be stagnant due to constraints on public spending.

Receptionists & Information Clerks

Description

Receptionists and Information Clerks answer inquiries and obtain information for the public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices, or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards (OES 553050).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. Promotions for Receptionists may lead to supervisory or other clerical positions. Some Receptionists are actually Secretaries or Office Managers who also happen to have reception responsibilities. Almost all jobs are 30-40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$7.75/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.50 to \$9.50/hr	Median: \$7.08/hr
Exp'd/After 3 Years:	\$6.50 to \$13.00/hr	Median: \$8.29/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, and life insurance. Many provide a retirement plan and vision insurance.

Getting the Training

Certificate programs range in length from two months to one year. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Receptionists in Sacramento and Yolo Counties are employed by a wide variety of industries, with about 30-40 percent employed within health care services. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Very Large. There are approximately 5,245 to 6,410 Receptionists currently employed in Sacramento and Yolo Counties. About 95 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 130-160 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 90-110 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Public contact skills; telephone answering skills; customer service skills; able to use multi-line command phone system; ability to use a computer terminal; ability to type at least 40 wpm; ability to use personal computers; knowledge of word processing software; filing skills (alpha and numeric).

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to work under pressure; ability to write legibly; ability to work independently; ability to write effectively; willingness to work with close supervision; oral communication skills.

Other Qualifications: Exceed minimum employer grooming standards.

Nationwide Job Outlook

Overall employment of information clerks is expected to increase faster than the average for all occupations through the year 2005. In addition to the many openings that will occur as businesses and organizations expand, numerous jobs for information clerks will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. Replacement needs will create large numbers of job openings, reflecting relatively high turnover. This work is well suited to flexible work schedules, and many opportunities for part-time work will continue to be available.

Recreation Workers

Also known as Recreation Coordinators

Description

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies (OES 273110).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers report that they always require prior experience. Many also report that they are willing to accept training as a substitute for experience. Promotions for Recreation Workers may lead to supervisory or administrative positions. Many jobs are 40 hours per week. Some jobs are part-time or seasonal, ranging from 20-30 hours per week. Willingness to work weekends, nights, overtime, part-time, on-call, and temporary or seasonal is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$10.50/hr	Median: \$7.38/hr
New Hires/Exp'd:	\$6.00 to \$12.25/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$6.25 to \$15.00/hr	Median: \$11.99/hr

Surveys indicated little difference between union and non-union wages.

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance and a retirement plan. Many provide vision insurance and life insurance. Of those employers that have part-time employees, a few provide fringe benefits.

Getting the Training

Many colleges and universities offer degree programs in recreation and physical education. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Most Recreation Workers in Sacramento and Yolo Counties are employed by parks and recreation departments within local government agencies. Almost all employers are non-union. Almost all employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Medium. There are approximately 925 to 1,130 Recreation Workers currently employed in Sacramento and Yolo Counties. About 64 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 15-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; English grammar and spelling skills; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to stand continuously for 2 or more hours; ability to perform strenuous, physically demanding work; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs.

Other Qualifications: Organizational and time management skills; ability to work under pressure; ability to handle crisis situations; problem solving skills; trained in CPR and first aid techniques; attention to detail; multi-cultural familiarity; record keeping skills; ability to plan and organize the work of others; supervisory skills; possess good DMV driving record.

Nationwide Job Outlook

Employment of recreation workers is expected to grow about as fast as the average for all occupations through the year 2005 as growing numbers of people possess both leisure time and the money to purchase leisure services. Growth in these jobs will also be due to increased interest in fitness and health and rising demand for recreational opportunities for older adults in senior centers and retirement communities. However, overall job growth in local government--where half of all recreation workers are employed--is expected to be slow due to budget constraints, and local park and recreation departments are expected to do less hiring for permanent, full-time positions than in the past. Nevertheless, opportunities for part-time and seasonal jobs are expected to be plentiful.

Registered Nurses

Also known as RNs, Clinical Nurses, and Staff Nurses

Description

Registered Nurses administer nursing care to ill or injured persons. This includes administrative, public health, industrial, private duty, and surgical nurses. Does not include Nursing Instructors and Teachers (OES 325020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Registered Nursing for information. Almost all recent hires have completed two or four years of college. Most employers require about one year of prior experience. Many RNs develop specialties which usually require additional training or certification. Specialty areas include emergency room, surgery, intensive care, outpatient/clinic, anesthetist, pediatrics, obstetrics/gynecology, oncology and hospice, among others. Promotions for Registered Nurses may lead to supervisory or higher paid specialty positions. Many jobs are 36-40 hours per week. Many others are 20-30 hours per week. Willingness to work overtime, on-call, weekends, part-time, and nights may be important for job entry. Some employers report that computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$13.00 to \$23.75/hr	Median: \$16.72/hr
New Hires/Exp'd:	\$15.75 to \$26.00/hr	Median: \$19.38/hr
Exp'd/After 3 Years:	\$17.50 to \$28.00/hr	Median: \$21.00/hr

Almost all employers provide medical insurance and paid sick leave. Most also provide dental insurance, a paid vacation, a retirement plan, vision insurance, and life insurance. Some provide child care. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate and degree programs range in length from two to four years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Registered Nurses in Sacramento and Yolo Counties are employed by hospitals, clinics, and physicians. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring unsolicited applicants. Some openings are filled through in-house promotion or transfer and/or by hiring referrals from schools and training programs.

Employment Information

Occupation Size: Very Large. There are approximately 7,835 to 9,575 Registered Nurses currently employed in Sacramento and Yolo Counties. About 93 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 220-270 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 105-125 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; writing skills; English grammar and spelling skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; ability to handle crisis situations; trained in CPR and first aid techniques; ability to work under pressure; record keeping skills; multi-cultural familiarity; supervisory skills; ability to plan and organize the work of others.

Nationwide Job Outlook

Job prospects in nursing are good. Although employers in some parts of the country reported shortages of R.N.'s in the past, large wage increases have attracted more people to nursing and dampened demand. However, R.N. recruitment has long been a problem in rural areas, in some big city hospitals, and in specialty areas including intensive care, rehabilitation, geriatrics, and long-term care. Employment of registered nurses is expected to grow much faster than the average for all occupations through the year 2005. Driving this growth will be technological advances in patient care, which permit a greater number of medical problems to be treated, and increasing emphasis on primary care. The number of older people, who are much more likely than younger people to need medical care, is projected to grow very rapidly. Many job openings also will result from the need to replace experienced nurses who leave the occupation, especially as the average age of the registered nurse population continues to rise.

Respiratory Care Practitioners & Therapists

Description

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilatory therapy, and cardiopulmonary resuscitation. They observe, monitor and record the patient's responses to treatments and maintain patient records (OES 323020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the Respiratory Care Examining Committee for information. Most recent hires have completed two years of college plus vocational training. Most employers require prior experience. Promotions for Respiratory Therapists may lead to supervisory positions. Most jobs are 20-30 hours per week. Many are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$12.50 to \$14.75/hr	Median: \$13.53/hr
New Hires/Exp'd:	\$13.25 to \$15.50/hr	Median: \$14.25/hr
Exp'd/After 3 Years:	\$14.25 to \$18.00/hr	Median: \$15.87/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance and life insurance.

Getting the Training

Certificate and degree programs range in length from two to three years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Respiratory Therapists in Sacramento and Yolo Counties are employed by hospitals and clinics. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion and/or hire referrals from employees. Many fill openings by hiring unsolicited applicants and/or referrals from schools and training programs.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 435 to 530 Respiratory Therapists currently employed in Sacramento and Yolo Counties. About 51 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to record condition of patients; possession of a Respiratory Care Practitioner (RCP) license; ability to write effectively; ability to perform endotracheal intubation; certified as a Registered Respiratory Therapist (RRT); ability to assist physician during bronchoscopy; eligibility to become a Registered Respiratory Therapist (RRT); blood drawing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; manual dexterity; ability to lift at least 50 lbs repeatedly; ability to sit continuously for 2 or more hours.

Basic Skills: Ability to follow oral instructions; ability to read and follow instructions; ability to write legibly; oral communication skills.

Other Qualifications: Possession of mechanical aptitude; ability to handle crisis situations; ability to work independently; willingness to work with close supervision; ability to work under pressure.

Nationwide Job Outlook

Employment of respiratory therapists is expected to increase much faster than the average for all occupations through the year 2005 because of substantial growth of the middle-aged and elderly population. The elderly are the most common sufferers from respiratory ailments and cardiopulmonary diseases. As their numbers increase, the need for respiratory therapists will increase as well. As in other occupations, most job openings will result from the need to replace workers who transfer to other jobs or stop working altogether.

Roofers

Description

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers, and other tools. They may spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures (OES 878080).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from Apprentice or Helper positions. Promotions for Roofers may lead to supervisory positions, or may take the form of self-employment. Most jobs are 40 hours per week. Some jobs are seasonal. Willingness to work on-call or part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$10.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$8.00 to \$16.00/hr	Median: \$11.63/hr
Exp'd/After 3 Years:	\$10.00 to \$23.00/hr	Median: \$16.50/hr

Most employers provide medical insurance and dental insurance. Many also provide paid vacation.

Getting the Training

Apprenticeship training ranges in length from two to three years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Roofers in Sacramento and Yolo Counties are employed by roofing contractors. Many employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 675 to 825 Roofers currently employed in Sacramento and Yolo Counties. About 1 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to apply asphalt felts and coatings; ability to implement safe work practices; roofing skills; possession of a valid driver's license; basic construction skills; ability to apply composition roofing materials; ability to install and repair shingles and shakes.

Physical Abilities: Ability to climb to high places; ability to tolerate unpleasant fumes; ability to lift at least 100 lbs repeatedly.

Basic Skills: Ability to read and follow instructions.

Other Qualifications: Willingness to work with close supervision; ability to work independently; possession of a good DMV driving record; interpersonal skills.

Nationwide Job Outlook

Jobs for roofers should be plentiful through the year 2005, primarily because of the need to replace workers who transfer to other occupations or who leave the labor force. Turnover is high; roofing work is hot, strenuous, and dirty, and a significant number of workers treat roofing as a temporary job. Some roofers leave the occupation to go into other construction trades. Employment of roofers is expected to increase about as fast as the average for all occupations through the year 2005. Roofs deteriorate faster than most other parts of buildings and periodically need to be repaired or replaced. About 75 percent of roofing work is repair and reroofing, a higher proportion than in most other construction work. As a result, demand for roofers is less susceptible to downturns in the economy than some of the other construction trades.

Sales Agents & Placers, Insurance

Description

Sales Agents and Placers sell or advise clients on life insurance, endowments, fire, accident, and other types of insurance. They may refer clients to independent brokers, or work as an independent broker, or be employed by an insurance company (OES 430020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the California Department of Insurance for information. Most recent hires have completed four years of college. Most employers require prior experience. Some jobs are filled by promoting from positions such as Trainee, Solicitor, and Customer Service Representative. Traditionally, agents have specialized in either life and disability insurance, or in property and liability insurance. Increasingly, however, agents are selling all types of insurance. Promotions for Sales Agents may lead to supervisory or management positions. Most jobs are 32-40 hours per week. Those who are self-employed work 45-50 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$11.75/hr	Median: \$9.62/hr
New Hires/Exp'd:	\$7.00 to \$15.50/hr	Median: \$11.39/hr
Exp'd/After 3 Years:	\$11.25 to \$19.50/hr	Median: \$15.51/hr

Almost all employers provide medical insurance and other benefits, including a retirement plan, a paid vacation, and dental insurance. Most also provide paid sick leave, life insurance, and vision insurance.

Getting the Training

Employers generally provide training for this occupation, although many colleges and universities offer undergraduate programs in business administration or insurance. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Sales Agents are employed by insurance companies. Most employers recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Medium. There are approximately 1,100 to 1,345 Sales Agents currently employed in Sacramento and Yolo Counties. About 37 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 20-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Verbal presentation skills; ability to interpret policy coverage; knowledge of insurance sales work; knowledge of financial planning; knowledge of casualty insurance; knowledge of appraisal techniques; knowledge of sales techniques.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to perform basic mathematical computations; ability to write effectively; ability to work independently; ability to write legibly.

Other Qualifications: Pass oral and/or written exam; possess an insurance agent's license; possess an insurance broker's license.

Nationwide Job Outlook

Employment of insurance agents and brokers is expected to grow about as fast as the average for all occupations through the year 2005. Most job openings are expected to result from the need to replace agents and brokers who leave the occupation. Many beginners find it difficult to establish a sufficiently large clientele in this highly competitive business; consequently, many eventually leave for other jobs. Opportunities should be best for ambitious people who enjoy sales work and who develop expertise in a wide range of insurance and financial services.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Sales Representatives

Description

Sales Representatives, Except Scientific and Related Products, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers (OES 490080).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Some employers report that they always require prior experience. Promotions for Sales Representatives may lead to management positions. Almost all jobs are 40 hours per week. Willingness to work overtime nights, and weekends is important for job entry. Willingness to participate in drug testing may also be important. Some employers report that computer word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$12.00/hr	Median: \$8.75/hr
New Hires/Exp'd:	\$9.00 to \$19.25/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$11.00 to \$29.25/hr	Median: \$13.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, paid sick leave, and a retirement plan. Most also provide vision insurance. Many provide life insurance.

Getting the Training

Colleges and universities offer a wide variety of undergraduate programs. The background needed for Sales Representatives varies by product line and market, although many employers still hire individuals with sales experience who do not have a college degree. Many employers have formal training programs that can last up to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges or universities who offer related programs.

Getting the Job

Sales Representatives in Sacramento and Yolo Counties are employed by a wide variety of manufacturers and wholesalers. Almost all employers recruit applicants through newspaper advertisements. Some also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 4,535 to 5,545 Sales Representatives currently employed in Sacramento and Yolo Counties. About 28 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 140-175 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the participate in drug testing

Projected Separations: 100-120 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to perform basic mathematical calculations; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to lift at least 10 lbs.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail; ability to work under pressure; multi-cultural familiarity; problem solving skills; ability to handle crisis situations; possess a good DMV driving record; supervisory skills; ability to plan and organize the work of others.

Nationwide Job Outlook

Employment of manufacturers' and wholesale sales representatives is expected to grow about as fast as the average for all occupations through the year 2005 due to continued growth in the amount of goods provided which need to be sold. Many job openings will also result from the need to replace workers who transfer to other occupations or leave the labor force. Unlike other occupations, technology is not expected to have a dramatic effect on the demand for these workers because sales workers will still be needed to go to the prospective customer in order to demonstrate or illustrate the particulars about the good or service.

Salespersons, Parts

Also known as Auto Parts Salespersons and Counter Persons

Description

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in an agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalog to find stock number, price, etc., and fill the customer's order from stock. Does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom (OES 490140).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from such positions as Parts Drivers and Parts Handlers. Promotions for Parts Salespersons may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$6.50/hr	Median: \$5.40/hr
New Hires/Exp'd:	\$6.50 to \$12.00/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$8.00 to \$15.00/hr	Median: \$11.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance, life insurance, and paid sick leave. Many provide a retirement plan and vision insurance.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Most Parts Salespersons in Sacramento and Yolo Counties are employed by new and used car dealers, auto and home supply stores, and auto parts wholesalers. Almost all employers fill openings by hiring unsolicited applicants. Most also recruit applicants through newspaper advertisements. Many fill openings through in-house promotion or transfer.

Employment Information

Occupation Size: Large. There are approximately 1,612 to 1,970 Parts Salespersons currently employed in Sacramento and Yolo Counties. About 10 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 50-65 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Customer service skills; telephone answering skills; ability to use a computer terminal; cash handling skills; ability to operate a computerized cash register; knowledge of inventory techniques.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to work independently; organizational ability; willingness to work with close supervision; ability to write legibly.

Other Qualifications: Exceed minimum employer grooming standards; ability to understand foreign accents.

Nationwide Job Outlook

Employment for retail sales workers (including parts salespersons) is expected to increase about as fast as the average for all workers through the year 2005 due to anticipated growth in retail sales. In addition, numerous job openings will be created as sales workers transfer to other occupations or leave the labor force.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Salespersons, Retail

Also known as Sales Associates and Clerks

Description

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers (OES 490112).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college or vocational training. Most employers do not require prior experience. Promotions for Retail Salespersons may lead to supervisory or management positions. Many jobs are 35-40 hours per week. Many other jobs are 20-30 hours per week. Willingness to work nights, weekends, and part-time may be important for job entry. Some employers report that computer and customer service skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$6.50/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$4.50 to \$6.75/hr	Median: \$5.63/hr
Exp'd/After 3 Years:	\$5.50 to \$9.25/hr	Median: \$6.50/hr

Depending on the employer and the industry, Retail Salespersons may also receive sales commissions.

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, a retirement plan, and paid sick leave. Many also provide vision insurance and life insurance. Some provide child care. Some employers provide medical insurance for part-time employees.

Getting the Training

Employers generally provide training for this occupation, although some certificate and degree programs are available, ranging in length from nine months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Employment for Retail Salespersons in Sacramento and Yolo Counties is provided by a wide variety of retailers and specialty shops. Almost all employers fill openings by hiring unsolicited applicants. Most also fill openings by hiring referrals from employees. Many recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Very Large. There are approximately 15,930 to 19,470 Retail Salespersons currently employed in Sacramento and Yolo Counties. About 61 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 345-420 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 570-695 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; English grammar and spelling skills; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Other Qualifications: Attention to detail; ability to work under pressure; problem solving skills; ability to handle crisis situations.

Nationwide Job Outlook

Employment is expected to increase about as fast as the average for all workers through the year 2005 due to anticipated growth in retail sales. In addition, numerous job openings will be created as sales workers transfer to other occupations or leave the labor force. Replacement needs will generate an exceptionally large number of sales jobs because the occupation is large and turnover is much higher than average. There will continue to be many opportunities for part-time workers, and demand will be strong for temporary workers during the Christmas selling period. During recessions, sales volume and the resulting demand for sales workers generally decline as purchases of costly items such as cars, appliances, and furniture tend to be postponed. In some geographic areas, employers face a shortage of qualified applicants. As a result, employers can be expected to improve efforts to attract and retain workers by offering higher wages, more generous benefits, and more flexible schedules.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Secretaries, General

Also known as Administrative Assistants

Description

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical/Legal Secretaries (OES 551080).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college or vocational training. Most employers require about one year of prior clerical experience. A few jobs are filled by promoting from other clerical positions. Secretarial job Descriptions can range from entry-level clerical duties to office management and personnel responsibilities. Promotions for Secretaries may lead to supervisory positions or to a wide variety of other occupations, depending on the industry and the size of the employer. Almost all jobs are 40 hours per week. A few jobs are part-time or on-call, 20-30 hours per week. Most employers report that computer spreadsheet, database, and word processing skills are important for job entry. Many employers report that desktop publishing skills are also important. Some employers report that shorthand and typewriter skills are becoming obsolete.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$11.00/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$8.00 to \$11.75/hr	Median: \$10.10/hr
Exp'd/After 3 Years:	\$10.00 to \$12.25/hr	Median: \$11.53/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and dental insurance. Most also provide a retirement plan, vision insurance, and life insurance. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate and degree programs range in length from eight months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Secretaries in Sacramento and Yolo Counties are employed in most industries, with about one out of every three jobs provided by government agencies and educational institutions. Almost all employers recruit applicants through newspaper ads.

Employment Information

Occupation Size: Very Large. There are approximately 10,475 to 12,800 Secretaries currently employed in Sacramento and Yolo Counties. About 98 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 95-120 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 230-280 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; ability to work as part of a team; verbal communication skills; ability to work independently; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Attention to detail; record keeping skills; organizational and time management skills; problem solving skills; ability to work under pressure; ability to handle crisis situations; ability to plan and organize the work of others.

Nationwide Job Outlook

Employment of secretaries is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates many job openings each year as experienced workers transfer to other occupations or leave the labor force. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Increased productivity resulting from new office technologies, however, will offset this demand somewhat. In firms that have invested in personal computers, for example, secretaries can turn out significantly more work than when they used electric or manual typewriters.

Secretaries, Legal

Description

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials (OES 551020).

Training, Experience and Other Requirements

Most recent hires have completed one to two years of college or vocational training. Most employers require prior experience. Promotions for Legal Secretaries may lead to supervisory or Paralegal positions. Almost all jobs are 37-40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.50 to \$11.00/hr	Median: \$10.67/hr
New Hires/Exp'd:	\$10.50 to \$14.50/hr	Median: \$12.85/hr
Exp'd/After 3 Years:	\$11.75 to \$16.50/hr	Median: \$14.58/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, a retirement plan, dental insurance, and life insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Legal Secretaries in Sacramento and Yolo Counties are employed by attorneys and law firms. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employment agencies.

Employment Information

Occupation Size: Large. There are approximately 1,630 to 1,990 Legal Secretaries currently employed in Sacramento and Yolo Counties. About 98 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 45-55 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 35-45 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Proofreading skills; ability to use word processing software; understanding of legal terms; ability to maintain an appointment calendar; ability to follow law office methods and procedures; ability to operate a transcribing machine; ability to type at least 60 wpm; telephone answering skills; ability to write effectively; alpha and numeric filing skills; recordkeeping skills; ability to follow billing procedures.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills.

Other Qualifications: Ability to work independently.

Nationwide Job Outlook

Employment of secretaries (including legal secretaries) is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates many job openings each year as experienced workers transfer to other occupations or leave the labor force. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Increased productivity resulting from personal computers and other new office technologies, however, will offset this demand somewhat.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Secretaries, Medical

Description

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments (OES 551050).

Training, Experience and Other Requirements

Most recent hires have completed high school plus some vocational training. Almost all employers require prior experience. Job descriptions for Medical Secretaries range from entry-level filing and billing duties to transcription and supervisory/office management responsibilities. Promotions may lead to supervisory positions. Many jobs are 40 hours per week. Many others are temporary positions at 20-25 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$10.50/hr	Median: \$9.81/hr
New Hires/Exp'd:	\$8.50 to \$13.00/hr	Median: \$10.98/hr
Exp'd/After 3 Years:	\$10.00 to \$13.75/hr	Median: \$11.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, vision insurance, life insurance, and a retirement plan.

Getting the Training

Certificate and degree programs range in length from three months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Medical Secretaries in Sacramento and Yolo Counties are employed by physicians, hospitals, and clinics. Most employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer and/or hire referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 855 to 1,045 Medical Secretaries currently employed in Sacramento and Yolo Counties. About 98 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Telephone answering skills; ability to write effectively; knowledge of medical terminology; ability to maintain an appointment calendar; proofreading skills; ability to complete and explain insurance forms; ability to use word processing software; ability to follow billing procedures.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment of secretaries (including medical secretaries) is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates many job openings each year as experienced workers transfer to other occupations or leave the labor force. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Increased productivity resulting from new office technologies, however, will offset this demand somewhat. In firms that have invested in personal computers, for example, secretaries can turn out significantly more work than when they used electric or manual typewriters.

Sheet Metal Workers

Also known as Fabricators

Description

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints (OES 891320).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from Apprentice or Trainee positions. Journey-level status comes after several years of on-the-job experience. Promotions for Sheet Metal Workers may lead to supervisory positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$9.00/hr	Median: \$8.57/hr
New Hires/Exp'd:	\$7.75 to \$24.00/hr	Median: \$12.25/hr
Exp'd/After 3 Years:	\$13.00 to \$24.00/hr	Median: \$17.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, and life insurance. Most also provide a retirement plan, paid sick leave, and vision insurance.

Getting the Training

Apprenticeship training takes about five years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Sheet Metal Workers in Sacramento and Yolo Counties are employed by the federal government (defense agencies) and by plumbing, heating, and air conditioning contractors. Most employers fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from unions and/or recruit applicants through newspaper advertisements.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 580 to 710 Sheet Metal Workers currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Unpredictable due to the situation at McClellan AFB.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; sheet metal working skills; ability to use cutting and welding machines; ability to read blueprints.

Physical Abilities: Ability to stand for prolonged periods; manual dexterity; good eye-hand coordination; ability to lift at least 50 lbs; possess agility and coordination.

Basic Skills: Possess mechanical aptitude; ability to read and follow instructions; ability to work independently; shop math skills; willingness to work with close supervision; oral communication skills.

Other Qualifications: Trained in safe work practices.

Nationwide Job Outlook

Employment of sheetmetal workers in construction is expected to increase faster than the average for all occupations through the year 2005. Demand for sheetmetal installation should increase as more industrial, commercial, and residential structures are built. Growing demand for more energy-efficient air-conditioning, heating, and ventilation systems in the growing stock of older buildings, as well as other types of renovation and maintenance work, also should boost employment. In addition, the greater use of decorative sheetmetal products and increased architectural restoration are expected to add to the demand for sheetmetal workers. Despite this growth in demand, most job openings will arise as experienced workers retire or leave the occupation for other reasons. Job prospects are expected to be excellent for skilled sheetmetal workers over the long run, although workers may experience periods of unemployment when construction projects end and when economic conditions reduce the amount of construction activity.

Social Workers

Also known as Case Workers, Case Managers, and Probation Officers

Description

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Please include Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers (OES 273050).

Training, Experience and Other Requirements

Most recent hires have completed four to six years of college. Most employers require prior experience. Some Social Worker positions require workers to be licensed as Clinical Social Workers (LCSW). A few jobs are filled by promoting from trainee or intern positions. Promotions for Social Workers may lead to supervisory or administrative positions. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.00 to \$12.50/hr	Median: \$11.68/hr
New Hires/Exp'd:	\$11.00 to \$17.00/hr	Median: \$11.97/hr
Exp'd/After 3 Years:	\$12.00 to \$17.25/hr	Median: \$13.57/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan.

Getting the Training

Many colleges and universities offer graduate and undergraduate programs in social work. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Social Workers in Sacramento and Yolo Counties are employed by social services agencies and community-based organizations. Most employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 1,455 to 1,775 Social Workers currently employed in Sacramento and Yolo Counties. About 63 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 30-40 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of family social work; ability to write effectively; knowledge of protective services for children; ability to interview others for information; record keeping skills; possession of a valid driver's license.

Basic Skills: Oral communication skills; ability to write legibly; ability to read and follow instructions.

Other Qualifications: Ability to handle crisis situations; understanding of a variety of cultures; possession of a clean police record; ability to work independently; leadership skills; ability to apply complex rules and regulations.

Nationwide Job Outlook

Employment of social workers in government and private social service agencies should grow about as fast as the average through 2005 in response to increasing needs for public welfare and family services. Although demand for the services that social workers provide is expected to increase rapidly, agencies will increasingly restructure services and hire more lower paid human services workers instead of social workers. Many job openings will also arise due to the need to replace social workers who leave the occupation. Social worker employment in home health care services is growing because a large and growing number of people have impairments or disabilities that make it difficult to live at home without some form of assistance. Opportunities for social workers in private practice will expand because of the anticipated availability of funding from health insurance and from public sector contracts. Employment of school social workers is also expected to grow.

Speech-Language Pathologists & Audiologists

Description

Speech-Language Pathologists and Audiologists examine and provide remedial services for persons with speech and hearing disorders and perform research related to speech and language problems (OES 323140).

Training, Experience and Other Requirements

Licensing is required for this occupation in order to work for or contract with health services centers/clinics or private schools; contact the State Speech Pathology and Audiology Examining Committee for information. Almost all recent hires have completed six years of college. Most employers require prior experience. Promotions for Speech-Language Pathologists and Audiologists may lead to supervisory or management positions. Most jobs are 35-40 hours per week. Some jobs are 20-25 hours per week. Many employers report that computer spreadsheet skills are important for job entry. Some employers also report that computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$12.50 to \$22.00/hr	Median: \$14.38/hr
New Hires/Exp'd:	\$16.75 to \$23.50/hr	Median: \$19.10/hr
Exp'd/After 3 Years:	\$17.75 to \$26.25/hr	Median: \$21.19/hr

Almost all employers provide medical insurance. Most also provide dental insurance, paid sick leave, a retirement plan, vision insurance, and life insurance. Many provide a paid vacation. Some employers provide medical insurance for part-time employees.

Getting the Training

Many colleges and universities offer graduate and undergraduate programs in speech pathology and audiology. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Almost all Speech-Language Pathologists and Audiologists in Sacramento and Yolo Counties are employed by public school districts, hospitals, and speech therapy services. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from schools and training programs. Many fill openings by hiring referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 235 to 290 Speech-Language Pathologists and Audiologists currently employed in Sacramento and Yolo Counties. About 89 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Other Qualifications: Problem solving skills; organizational and time management skills; attention to detail; record keeping skills; ability to handle crisis situations; ability to work under pressure; trained in CPR and first aid techniques.

Nationwide Job Outlook

Employment of speech-language pathologists and audiologists is expected to increase much faster than the average for all occupations through the year 2005. Some job openings also will arise from the need to replace workers who leave the occupation. Employment in the health services industry will increase as a result of several factors. Because hearing loss is strongly associated with older age, rapid growth in the population age 75 and over will cause the number of hearing-impaired persons to increase markedly. In addition, baby boomers are now entering middle age, when the possibility of neurological disorders and their associated speech, language, and hearing impairments increases. Medical advances are also improving the survival rate of premature infants and trauma victims, who then need treatment. The number of speech-language pathologists and audiologists in private practice, though small, is likely to rise sharply by the year 2005 driven by the increasing use of contract services by hospitals, schools, and nursing homes. Employment in schools will increase as elementary and secondary school enrollments grow.

Statistical Financial Analysts

Description

Statistical Financial Analysts conduct statistical analyses of information affecting investment programs of public or private institutions and private individuals (OES 253150).

Training, Experience and Other Requirements

Almost all recent hires have completed four years of college. Most employers require one to two years of prior experience. A few jobs are filled through in-house promotion or transfer. Promotions for Financial Analysts may lead to management positions. Almost all jobs are 40 hours per week. Willingness to work overtime may be important for job entry. Most employers report that computer word processing and spreadsheet skills are also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.50 to \$15.00/hr	Median: \$13.23/hr
New Hires/Exp'd:	\$7.50 to \$22.00/hr	Median: \$18.41/hr
Exp'd/After 3 Years:	\$16.00 to \$34.50/hr	Median: \$25.45/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance, a retirement plan, and vision insurance. Some provide child care.

Getting the Training

Many colleges and universities offer undergraduate programs in business administration, economics, finance, and mathematics/statistics. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Financial Analysts in Sacramento and Yolo Counties are employed by securities and investment firms, and by commercial banks. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings through in-house promotion or transfer. Some openings are filled by hiring unsolicited applicants.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 140 to 170 Financial Analysts currently employed in Sacramento and Yolo Counties. About 55 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; English grammar and spelling skills; writing skills; ability to work as part of a team.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; problem solving skills; record keeping skills; ability to handle crisis situations; supervisory skills.

Nationwide Job Outlook

Although employment of statisticians is expected to grow more slowly than the average for all occupations through the year 2005, job opportunities should remain favorable. Many statistics majors, particularly at the bachelor's degree level, but also at the master's degree level, may find positions in which they do not have the title of statistician. This is especially true for those involved in analyzing and interpreting data from other disciplines such as economics, biological science, psychology, or engineering. Among graduates with a bachelor's degree in statistics, those with a strong background in mathematics, engineering, or physical or computer science should have the best prospects of finding jobs related to their field of study in private industry or government.

Stock Clerks & Warehouse Workers

Also known as Material Handlers

Description

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking (OES 580230).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Stock Clerks may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 25-30 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$9.00/hr	Median: \$6.09/hr
New Hires/Exp'd:	\$6.25 to \$11.00/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$7.50 to \$13.00/hr	Median: \$10.20/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, and life insurance. Most also provide paid sick leave and a retirement plan. Many provide vision insurance.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Stock Clerks in Sacramento and Yolo Counties are employed by warehouses/distribution centers, government agencies, and grocery stores. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 2,915 to 3,565 Stock Clerks currently employed in Sacramento and Yolo Counties. About 36 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 65-80 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to stock shelves; understanding of inventory techniques; labeling skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to follow oral instructions; ability to read and follow instructions; basic math skills; ability to write legibly; oral communication skills.

Other Qualifications: Ability to work independently; interpersonal skills; organizational skills.

Nationwide Job Outlook

Job prospects for stock clerks should be favorable even though employment is expected to grow more slowly than the average for all occupations through the year 2005. This occupation is very large, and many job openings will occur each year to replace stock clerks who transfer to other jobs or leave the labor force. Many jobs are entry level, and therefore many vacancies are created by normal career progression. Growing use of computers for inventory control and new automated equipment are expected to slow growth in demand for stock clerks. This is especially true in manufacturing and in wholesale trade. In addition, firms in these industries are expected to rely more and more on sophisticated conveyor belts, automatic high stackers to store and retrieve goods, and automatic guided vehicles, which are battery powered and driverless. Employment of stock clerks who work in grocery, general merchandise, department, apparel, and accessories stores is expected to be somewhat less affected by automation since much of their work is done manually on the sales floor.

Surgical Technicians

Also known as Operating Room Techs

Description

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery. They may be known as surgical technologists. Does not include Surgical Assistants who perform such tasks as retracting tissue, suturing, and suctioning blood during surgery (OES 329280).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus vocational education. Most employers do not require prior experience, although certification as an Operating Room Technician is generally required. With additional education, promotions for Surgical Technicians may lead to other healthcare services occupations. Most jobs are 40 hours per week. Some jobs are 15-20 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.00 to \$11.50/hr	Median: \$11.07/hr
New Hires/Exp'd:	\$10.75 to \$12.00/hr	Median: \$11.87/hr
Exp'd/After 3 Years:	\$11.25 to \$13.25/hr	Median: \$12.74/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance and life insurance.

Getting the Training

Certificate programs take about 13 months to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Surgical Technicians in Sacramento and Yolo Counties are employed by hospitals. Employers use the following methods to recruit applicants: newspaper advertisements, in-house promotion, referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 240 to 290 Surgical Technicians currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of anatomy; instrument sterilization skills; infection control skills; understanding of asepsis; ability to follow emergency procedures; knowledge of medical terminology; ability to assist with the application of dressings.

Physical Abilities: Manual dexterity; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours.

Basic Skills: Ability to follow oral instructions; ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision; ability to work as part of a team; ability to work independently; ability to relate to patients.

Nationwide Job Outlook

Employment of surgical technologists is expected to grow much faster than the average for all occupations through the year 2005, as the volume of surgery increases and operating room staffing patterns change. The number of surgical procedures is expected to rise as the population grows and ages. Older people require more surgical procedures. Technological advances, such as fiber optics and laser technology, will also permit new surgical procedures. Some employers may seek to substitute surgical technologists for operating room nurses to reduce costs. However, because some facilities and States limit the work that surgical technologists can do, widespread displacement of operating room nurses is not likely to occur. Hospitals will continue to be the primary employer of surgical technologists. Nonetheless, the shift to outpatient or ambulatory surgery will create faster growth for technologists in offices and clinics of physicians, including "surgicenters."

Systems Analysts, Computer

Description

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists (OES 251020).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers require prior experience. A few jobs are filled by promoting or transferring from Programmer positions. Promotions for Computer Systems Analysts may lead to supervisory or management positions, or may take the form of self-employment. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$12.50 to \$22.00/hr	Median: \$15.38/hr
Exp'd/After 3 Years:	\$16.75 to \$27.25/hr	Median: \$20.31/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan and life insurance. Many provide vision insurance.

Getting the Training

Certificate programs range in length from one to two years. In addition, many colleges and universities offer undergraduate programs in computer science. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Computer Systems Analysts in Sacramento and Yolo Counties are employed by a wide variety of industries, including government agencies and large corporations. Some systems analysts are self employed. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 3,085 to 3,775 Computer Systems Analysts currently employed in Sacramento and Yolo Counties. About 29 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 180-220 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write effectively; knowledge of microcomputer hardware and operating systems; ability to use data base software; ability to set-up and maintain multi-user systems; knowledge of mainframe hardware and operating systems; ability to use business applications software; understanding of local area networks (LAN); ability to plan and organize the work of others; ability to use COBOL; ability to use C programming language; understanding of wide area networks; knowledge of UNIX; ability to prepare flow charts.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work independently; customer service skills.

Nationwide Job Outlook

Computer scientists and systems analysts will be among the fastest growing occupations through the year 2005. In addition, tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations or leave the labor force. The demand for computer scientists and engineers is expected to rise as organizations attempt to maximize the efficiency of their computer systems. As international and domestic competition increases, organizations will face growing pressure to use technological advances. The complexity associated with designing new applications is growing and the need to design computer systems and networks that will facilitate the sharing of information will be a major factor in the rising demand for systems analysts.

Teachers & Instructors, Vocational Education

Description

Vocational Education Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than a baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education (OES 313140).

Training, Experience and Other Requirements

License requirements vary, depending on the type of school. Almost all recent hires have completed four years of college. Most employers require prior teaching experience. Promotions for Vocational Education Teachers and Instructors may lead to administrator positions. Most jobs are 15-20 hours per week. Many jobs are 40 hours per week. Willingness to work part-time and evenings may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.25 to \$16.75/hr	Median: \$12.57/hr
New Hires/Exp'd:	\$8.25 to \$18.50/hr	Median: \$13.46/hr
Exp'd/After 3 Years:	\$10.50 to \$23.00/hr	Median: \$16.86/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave and dental insurance. Most also provide a paid vacation and a retirement plan. Many provide vision insurance.

Getting the Training

Many colleges and universities offer graduate programs in teacher education. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Vocational Education Teachers & Instructors in Sacramento and Yolo Counties are employed by public secondary schools and ROP programs, community colleges, and private vocational/technical schools. Almost all employers hire applicants through newspaper advertisements.

Employment Information

Occupation Size: Large. There are approximately 2,145 to 2,625 Vocational Education Teachers and Instructors currently employed in Sacramento and Yolo Counties. About 60 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 65-80 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to give oral instructions; knowledge of OSHA safety standards; ability to write effectively; ability to apply vocational skills assessments; ability to assess and analyze local business conditions.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to write legibly.

Other Qualifications: Understanding of a variety of cultures; ability to work independently; tactfulness; ability to maintain classroom discipline; ability to work under pressure.

Nationwide Job Outlook

Employment is expected to grow faster than the average for all occupations through the year 2005. Employment growth will result from the need to train young adults for entry level jobs, and experienced workers who want to switch fields or whose jobs have been eliminated due to changing technology or business reorganization. In addition, increased cooperation between businesses and educational institutions to insure that students are taught the skills employers desire should result in greater demand for adult education teachers. Since many programs receive State and Federal funding, employment growth may be affected by government budgets. Many job openings will stem from the need to replace persons who leave the occupation. Many teach part time. Job opportunities are expected to be best in such fields as computer technology, automotive mechanics, and medical technology where higher paying jobs exist outside of teaching.

Teachers, Elementary School

Description

Elementary School Teachers teach elementary (first through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils (OES 313050).

Training, Experience and Other Requirements

Almost all recent hires have completed six years of college. Most employers do not require prior experience. Promotions for Elementary School Teachers may lead to administrative positions. Almost all jobs average 40 hours per week, nine months per year. Some jobs (substitute teachers) are on-call, two to three days per week. Willingness to work on-call may be important for job entry. Some employers report that computer and bilingual skills are becoming increasingly important.

Wages and Fringe Benefits

Salaries for Elementary School Teachers range from \$19,600 to \$26,500 per year for new hires without prior experience. After 3 years, the annual salary range is \$25,000 to \$35,000. Teachers who have gained additional education and experience may earn up to \$43,000.

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, a retirement plan, and vision insurance. Most also provide life insurance. Some provide a paid vacation and child care. Many employers provide medical insurance for part-time employees.

Getting the Training

Many colleges and universities offer graduate programs in teacher education. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Almost all Elementary School Teachers in Sacramento and Yolo Counties are employed by public school districts and private schools. Most employers fill openings by hiring referrals from schools and training programs and/or recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Employment Information

Occupation Size: Very Large. There are approximately 6,095 to 7,450 Elementary School Teachers currently employed in Sacramento and Yolo Counties. About 77 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 70-85 projected job openings per year due to a net increase in occupation size.

Projected Separations: 100-120 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Although, in 1995, employers reported that they had no difficulty finding qualified applicants, the current trend in California toward class size reduction should soon be reflected in general teacher shortages, indicating a good outlook for credentialed teachers. Math, science, and bilingual teachers are consistently in great demand.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam.

Other Qualifications: Ability to handle crisis situations; multi-cultural familiarity; ability to work under pressure; organizational and time management skills; problem solving skills; record keeping skills.

Nationwide Job Outlook

Average employment growth is projected for kindergarten and elementary school teachers through the year 2005. Assuming relatively little change in average class size, employment growth of teachers depends on the rates of population growth and corresponding student enrollments. Job openings for all teachers are expected to increase substantially by the end of the decade as the large number of teachers now in their forties and fifties reach retirement age. The supply of teachers also is expected to increase in response to reports of improved job prospects, more teacher involvement in school policy, greater public interest in education, and higher salaries. In fact, enrollments in teacher training programs already have increased in recent years. Some central cities and rural areas have difficulty attracting enough teachers, so job prospects should continue to be better in these areas than in suburban districts.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Teachers, Kindergarten

Description

Kindergarten Teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Does not include Instructional Aides or Preschool Teachers (OES 313022).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State of California Commission on Teacher Credentialing for information. Most recent hires have completed six years of college. Most employers do not require prior experience. Promotions for Kindergarten Teachers generally takes the form of increased pay. Most jobs are 32-40 hours per week over a period of nine to ten months per year.

Wages and Fringe Benefits

Salaries for Kindergarten Teachers range from \$23,400 to \$31,400 per year for new hires. After 3 years, the salary range is \$25,100 to \$35,400.

Almost all employers provide medical insurance and other benefits, including paid sick leave, a retirement plan, and dental insurance. Most also provide vision insurance and life insurance.

Getting the Training

Many colleges and universities offer graduate programs in teacher education. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Kindergarten Teachers in Sacramento and Yolo Counties are employed by public school districts and private schools. Most employers fill openings by hiring referrals from schools and training programs. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 705 to 860 Kindergarten Teachers currently employed in Sacramento and Yolo Counties. About 97 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Oral reading skills; classroom management skills; ability to write effectively; problem solving skills; ability to administer emergency first aid; ability to operate audio-visual equipment; record keeping skills; supervisory skills.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Basic math skills; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Possession of a clean police record; ability to exercise patience; understanding of a variety of cultures; ability to work independently; ability to work under pressure.

Nationwide Job Outlook

Average employment growth is projected for kindergarten and elementary school teachers through the year 2005. Assuming relatively little change in average class size, employment growth of teachers depends on the rates of population growth and corresponding student enrollments. Job openings for all teachers are expected to increase substantially by the end of the decade as the large number of teachers now in their forties and fifties reach retirement age. The supply of teachers also is expected to increase in response to reports of improved job prospects, more teacher involvement in school policy, greater public interest in education, and higher salaries. In fact, enrollments in teacher training programs already have increased in recent years. Some central cities and rural areas have difficulty attracting enough teachers, so job prospects should continue to be better in these areas than in suburban districts.

Teachers, Preschool

Description

Preschool Teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Does not include Instructional Aides or workers whose primary function is child care (OES 313021).

Training, Experience and Other Requirements

Most recent hires have completed one or two years of college, including 12 units of Early Childhood Education (ECE). Most employers require prior experience. A few jobs are filled by promoting from Aide or Assistant positions. Promotions for Preschool Teachers may lead to positions such as Head Teacher, Assistant Director, and Director. Most jobs are 40 hours per week. Some jobs are 16-24 hours per week. Willingness to work part-time may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$7.00/hr	Median: \$5.75/hr
New Hires/Exp'd:	\$5.50 to \$7.50/hr	Median: \$6.75/hr
Exp'd/After 3 Years:	\$6.25 to \$10.25/hr	Median: \$8.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and child care. Many also provide dental insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Preschool Teachers in Sacramento and Yolo Counties are employed by public school districts and private schools with pre-kindergarten programs. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Medium. There are approximately 1,055 to 1,290 Preschool Teachers currently employed in Sacramento and Yolo Counties. About 97 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 30-40 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Oral reading skills; classroom management skills; ability to administer emergency first aid; problem solving skills; ability to write effectively; ability to apply principles of recreation; artistic skills; musical skills; supervisory skills; record keeping skills.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; basic math skills.

Other Qualifications: Ability to exercise patience; possession of a clean police record; ability to work independently; ability to work under pressure; understanding of a variety of cultures; willingness to work with close supervision.

Nationwide Job Outlook

Employment of preschool workers is projected to increase much faster than the average for all occupations through the year 2005. Job openings should be plentiful as many preschool workers leave the occupation each year for other—often better paying—jobs, family responsibilities, or other reasons. The relatively high turnover, combined with an increased demand for preschool workers, is expected to create many openings. Qualified persons who are interested in this work should have little trouble finding and keeping a job. Despite a slight decline in the number of children age 5 and under, the proportion of youngsters in daycare and preschool is expected to increase, reflecting a shift in the type of child-care arrangements parents choose.

Teachers, Secondary School

Description

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational teachers. Does not include special education teachers (OES 313080).

Training, Experience and Other Requirements

Almost all recent hires have completed six years of college. Most employers do not require prior experience. Promotions for Secondary School Teachers may lead to administrative positions. Almost all jobs average 40 hours per week, nine months per year. Some jobs (substitute teachers) are on-call, two to three days per week. Willingness to work on-call may be important for job entry. Some employers report that computer and bilingual skills are becoming increasingly important.

Wages and Fringe Benefits

Salaries for Secondary School Teachers range from \$21,200 to \$27,100 per year for new hires without prior experience. After 3 years, the annual salary range is \$25,800 to \$38,700. Teachers who have gained additional education and experience may earn up to \$43,600.

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, a retirement plan, vision insurance, and life insurance. Some provide a paid vacation. Some employers provide medical insurance for part-time employees.

Getting the Training

Many colleges and universities offer graduate programs in teacher education. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Almost all Secondary School Teachers in Sacramento and Yolo Counties are employed by public school districts and private schools. Most employers fill openings by hiring referrals from schools and training programs and/or recruit applicants through newspaper advertisements. Some openings are filled by hiring referrals from employees.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Large. There are approximately 3,240 to 3,960 Secondary School Teachers currently employed in Sacramento and Yolo Counties. About 53 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 65-80 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 70-85 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam.

Other Qualifications: Ability to handle crisis situations; multi-cultural familiarity; ability to work under pressure; problem solving skills; organizational and time management skills; record keeping skills.

Nationwide Job Outlook

Employment of secondary school teachers is expected to grow faster than the average for all occupations through the year 2005. Assuming relatively little change in average class size, employment growth of teachers depends on the rates of population growth and corresponding student enrollments. The population of 14- to 17-year-olds is expected to experience relatively strong growth through the year 2005, spurring demand for secondary school teachers. Job openings for all teachers are expected to increase substantially by the end of the decade as the large number of teachers now in their forties and fifties reach retirement age. The supply of teachers also is expected to increase in response to reports of improved job prospects, more teacher involvement in school policy, greater public interest in education, and higher salaries. In fact, enrollments in teacher training programs already have increased in recent years. Some central cities and rural areas have difficulty attracting enough teachers, so job prospects should continue to be better in these areas than in suburban districts.

Teachers, Special Education

Also known as Special Day Class Teachers

Description

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally handicapped (OES 313110).

Training, Experience and Other Requirements

A credential is required to teach in California's public schools; contact the California Commission on Teacher Credentialing for information. Most recent hires have completed about six years of college, although four years of college is acceptable for many private schools. Most employers report that they usually require prior experience. Most, however, also report that they are sometimes willing to accept training as a substitute for experience. Promotions for Special Education Teachers may lead to Program Specialist or administrator positions. Almost all jobs average 40 or more hours per week, nine months per year. Many employers report that computer word processing skills are important. Bilingual skills may also be important.

Wages and Fringe Benefits

PUBLIC SCHOOLS: (union wages)

New Hires/Inexp'd:	\$23,885 to \$28,238/year	Median: \$26,000/year
New Hires/Exp'd:	\$23,984 to \$42,328/year	Median: \$30,000/year
Exp'd/After 3 Years:	\$29,069 to \$45,692/year	Median: \$32,841/year

PRIVATE SCHOOLS: Insufficient Data (However, private schools usually pay somewhat less than public school districts.)

Almost all employers provide medical insurance and other benefits, including dental insurance, paid sick leave, and a retirement plan. Most also provide a vision insurance. Many provide life insurance. Some provide a paid vacation.

Getting the Training

Many colleges and universities offer graduate programs in teacher education. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Special Education Teachers are employed by public school districts and private schools. Almost all employers are union. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or schools and training programs.

Employment Information

Occupation Size: Medium. There are approximately 1,325 to 1,620 Special Education Teachers currently employed in Sacramento and Yolo Counties. About 82 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 55-65 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to work independently; writing skills; ability to work as part of a team; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs.

Other Qualifications: Attention to detail; multi-cultural familiarity; organizational and time management skills; problem solving skills; ability to work under pressure; ability to handle crisis situations; record keeping skills; supervisory skills; ability to plan and organize the work of others; trained in CPR and first aid techniques.

Nationwide Job Outlook

Employment of special education teachers is expected to increase much faster than the average for all occupations through the year 2005 due to legislation emphasizing training and employment for individuals with disabilities; technological advances resulting in more survivors of accidents and illnesses; and growing public interest in individuals with special needs. Qualified persons should have little trouble finding a job, due to increased demand for these workers combined with relatively high turnover among special education teachers, many of whom switch to general education teaching or change careers altogether, often because of job stress associated with teaching special education, particularly excessive paperwork, and inadequate administrative support.

Technical Writers

Description

Technical Writers write or edit technical materials, such as equipment manuals, appendices, and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams, and charts and assist in layout work (OES 340050).

Training, Experience and Other Requirements

Almost all recent hires have completed four years of college. Most employers report that they always require prior experience. Many, however, also report that they are sometimes willing to accept training as a substitute for experience. Promotions for Technical Writers may lead to management positions. Almost all jobs are 40 hours per week. Willingness to work overtime, nights, weekends, and temporary is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing and desktop publishing skills are important. Many employers report that computer database and Internet skills are also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.00 to \$20.00/hr	Median: \$12.08/hr
New Hires/Exp'd:	\$12.00 to \$23.00/hr	Median: \$14.38/hr
Exp'd/After 3 Years:	\$15.50 to \$30.00/hr	Median: \$19.13/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, a retirement plan, and vision insurance. Many provide life insurance. Some provide child care benefits.

Getting the Training

Many colleges and universities offer programs in communications, journalism, or English. However, technical writing often requires a degree in or knowledge of a specialized field, such as engineering, business, or one of the sciences. Refer to college or university catalogs for more information.

Getting the Job

Most Technical Writers in Sacramento and Yolo Counties are employed by computer hardware and software manufacturers, engineering and management services, and by federal government agencies. Almost all employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees and/or through Internet job listings.

Employment Information

Occupation Size: Small. There are approximately 175 to 215 Technical Writers currently employed in Sacramento and Yolo Counties. About 49 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; writing skills; ability to work independently; verbal communication skills; ability to work as part of a team; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to stand continuously for 2 or more hours.

Other Qualifications: Attention to detail; ability to work under pressure; organizational and time management skills; problem solving skills; record keeping skills; supervisory skills; multi-cultural familiarity; plan and organize the work of others; ability to handle crisis situations.

Nationwide Job Outlook

Employment of writers and editors is expected to increase about as fast as the average for all occupations through the year 2005. Demand for technical writers is expected to increase because of the continuing expansion of scientific and technical information and the continued need to communicate it. Many job openings will also occur as experienced workers transfer to other occupations or leave the labor force. Opportunities will be good for technical writers because of the more limited number of writers who can handle technical material.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Telemarketers

Description

Telemarketers, News and Street Vendors, Telephone Solicitors, Door-to-Door Sales Workers and Other Related Workers deliver newspapers to subscribers; solicit orders for merchandise or service over telephone; or sell products, such as food and jewelry on the street, door-to-door, or at places of recreation and amusement (OES 490260).

Training, Experience and Other Requirements

Almost all recent hires have completed high school or some college. Most employers do not require prior experience. Promotions for Telemarketers may lead to supervisory positions. Most jobs are 15-25 hours per week. Some jobs are 40 hours per week. Willingness to work nights, weekends, part-time, on-call, temporary, and overtime is important for job entry. Ability to use a computer may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.75 to \$10.00/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.75 to \$8.00/hr	Median: \$7.50/hr
Exp'd/After 3 Years:	\$6.25 to \$15.00/hr	Median: \$10.00/hr

For full-time employees, many employers provide medical insurance. Some also provide dental insurance, paid sick leave, and a paid vacation. For part-time employees, a few employers may provide benefits.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Telemarketers in Sacramento and Yolo Counties are employed by telemarketing and research firms, and by other companies that sell products or services by telephone or door to door. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 635 to 775 Telemarketers currently employed in Sacramento and Yolo Counties. Local surveys indicate that about 63 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 15-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to perform routine, repetitive work; ability to work as part of a team; English grammar and spelling skills; ability to work independently; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Other Qualifications: Attention to detail; organizational and time management skills; ability to work under pressure; record keeping skills; multi-cultural familiarity; problem solving skills.

Nationwide Job Outlook

Information Not Available

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Telephone & Cable T.V. Line Installers & Repairers

Description

Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables (OES 857020).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Some employers report that they always require prior experience. Almost all report that they are willing to accept training as a substitute for experience. Promotions for Line Installers and Repairers may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work overtime, weekends, on-call, and nights is important for job entry. Willingness to participate in drug testing may also be important. Some employers report that knowledge of fiber optics is becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$8.50/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$7.50 to \$20.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$9.00 to \$30.00/hr	Median: \$15.50/hr

Almost all employers provide medical insurance. Most also provide a paid vacation, dental insurance, paid sick leave, and a retirement plan. Some provide life insurance and vision insurance.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Almost all Line Installers and Repairers in Sacramento and Yolo Counties are employed by telephone companies, electrical contractors, and cable television companies. Almost all employers are non-union. Almost all employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 650 to 795 Line Installers and Repairers currently employed in Sacramento and Yolo Counties. About 9 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Most employers surveyed expect growth in this occupation over the next few years.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to perform routine, repetitive work; ability to work as part of a team; writing skills; English grammar and spelling skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to do strenuous, physically demanding work; ability to lift at least 50 lbs.; ability to pass a pre-employment medical exam; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours.

Other Qualifications: Possess good DMV driving record; attention to detail; problem solving skills; organizational and time management skills; ability to work under pressure; ability to handle crisis situations; record keeping skills; multi-cultural familiarity; ability to plan and organize the work of others; supervisory skills; trained in CPR and first aid techniques.

Nationwide Job Outlook

Overall employment of line installers and cable splicers is expected to show little or no growth through the year 2005. Technological advances will result in divergent trends within this occupation. Employment of electrical power line installers is expected to grow more slowly than the average for all occupations as the demand for electricity grows and the need to maintain existing lines continues. Employment of telephone and cable TV line installers and repairers, however, is expected to decline despite growth in telephone and cable TV usage. Layoffs of telephone line workers have already occurred, due to increased efficiency being built into telephone systems.

Tellers

Also known as Customer Service Representatives

Description

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions (OES 531020).

Training, Experience and Other Requirements

Most recent hires have completed high school. A few have completed some college or vocational training. Most employers require prior experience. Promotions for Tellers may lead to a wide variety of positions, including Bookkeeper, Branch Specialist, Financial Services Officer, and Banking Services Representative. Almost all jobs are part-time or on-call, 15-30 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.25 to \$8.00/hr	Median: \$6.64/hr
New Hires/Exp'd:	\$6.75 to \$10.00/hr	Median: \$7.27/hr
Exp'd/After 3 Years:	\$7.25 to \$12.00/hr	Median: \$8.14/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide a retirement plan, dental insurance, life insurance, and vision insurance.

Getting the Training

Certificate programs take about four to five months to complete, although on-the-job training may also be available. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Tellers in Sacramento and Yolo Counties are employed by banks, savings and loan institutions, and credit unions. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 2,485 to 3,035 Tellers currently employed in Sacramento and Yolo Counties. About 81 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 115-145 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Cash handling skills; bondable.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Basic math skills; ability to read and follow instructions; oral communication skills.

Other Qualifications: Ability to perform routine and repetitive work; willingness to work with close supervision; customer service skills.

Nationwide Job Outlook

Employment is expected to decline through the year 2005. However, job prospects still should be good. Because the occupation is large and the turnover rate is high due to the little formal education requirements and the relatively low pay, job opportunities that arise from the need to replace tellers who transfer to other occupations or stop working should be plentiful. The projected decline in employment of bank tellers stems from overexpansion and competition from large nonbank corporations that offer bank-like services, including investments and lending, that have resulted in closings, mergers, and consolidations in the banking industry in recent years. Further, teller employment will be adversely affected by various technologies to the degree that they are adopted by banks in the future.

Traffic, Shipping & Receiving Clerks

Description

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material, receiving, unpacking, verifying, and recording incoming merchandise or material, and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking (OES 580280).

Training, Experience and Other Requirements

Most recent hires have completed high school. Some have completed one or two years of college or vocational training. Most employers require prior experience. A few positions are filled by promoting from positions such as Material Handler, Warehouse Worker, or Laborer. Promotions for Traffic, Shipping and Receiving Clerks may lead to Counter Sales or supervisory positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$9.00/hr	Median: \$7.43/hr
New Hires/Exp'd:	\$7.00 to \$12.00/hr	Median: \$9.02/hr
Exp'd/After 3 Years:	\$8.75 to \$15.00/hr	Median: \$11.10/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Traffic, Shipping, and Receiving Clerks in Sacramento and Yolo Counties are employed by trucking and warehousing firms, manufacturers, wholesalers, and the U.S. Postal Service. Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees and/or through in-house promotion or transfer.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 3,370 to 4,120 Traffic, Shipping and Receiving Clerks currently employed in Sacramento and Yolo Counties. About 27 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 115-140 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2000.

Projected Separations: 40-50 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Understanding of inventory techniques; ability to operate a forklift.

Physical Abilities: Ability to lift at least 60 lbs repeatedly; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; basic math skills; ability to write legibly; oral communication skills.

Other Qualifications: Ability to work independently; ability to interact well with others; ability to work under pressure.

Nationwide Job Outlook

Employment of traffic, shipping, and receiving clerks is expected to increase about as fast as the average for all occupations through the year 2005.

Employment growth will continue to be affected by automation, as all but the smallest firms move to hold down labor costs by using computers to store and retrieve shipping and receiving records. Methods of materials handling have changed significantly in recent years. Large warehouses are increasingly automated, using equipment such as computerized conveyor systems, computer-directed trucks, and automatic storage systems. Automation, including hand-held scanners and personal computers, has increased the productivity of these workers. Despite automation, job openings will arise due to increasing economic activity and because certain functions cannot be automated. However, most job openings will occur because of the need to replace workers who leave the occupation.

Travel Agents

Also known as Travel Counselors and Travel Consultants

Description

Travel Agents plan entire trips for travel agency customers. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing, or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, geographical area, airplane charters, or packaged tours (OES 430210).

Training, Experience and Other Requirements

Most recent hires have completed high school plus some college or vocational training. Most employers require one to two years of prior experience. Promotions for Travel Agents may lead to supervisory or management positions. Almost all jobs are 40 hours per week. Some jobs are 20-30 hours per week. Many employers report that computer skills, including airline reservation systems skills, are becoming increasingly important. Some employers also report a short supply of applicants with adequate communication skills.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$6.00/hr	Median: \$5.41/hr
New Hires/Exp'd:	\$5.50 to \$10.50/hr	Median: \$8.72/hr
Exp'd/After 3 Years:	\$7.00 to \$11.75/hr	Median: \$9.88/hr

Travel Consultants may also receive sales commissions and travel discounts.

Almost all employers provide a paid vacation. Most also provide medical insurance and paid sick leave. Many provide dental insurance. Some provide life insurance, a retirement plan, and vision insurance. Few employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs range in length from three to five months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Travel Agents in Sacramento and Yolo Counties are employed by travel agencies. Almost all employers recruit applicants through newspaper advertisements. Some openings are filled by hiring unsolicited applicants and/or referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 390 to 480 Travel Agents currently employed in Sacramento and Yolo Counties. About 61 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work; English grammar and spelling skills; ability to perform basic mathematical calculations; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; record keeping skills; ability to handle crisis situations; problem solving skills.

Nationwide Job Outlook

Employment of travel agents is expected to grow much faster than the average for all occupations through the year 2005. Many job openings will arise as new agencies open and existing agencies expand, but most will occur as experienced agents transfer to other occupations or leave the labor force. Spending on travel is expected to increase significantly through the year 2005. As business activity expands, so will business-related travel. Employment of managerial, professional specialty, and sales representative occupations-those who do most business travel-is projected to grow rapidly. Also, with rising incomes, more people are expected to travel on their vacations more frequently than in the past. In fact, many people take more than one vacation a year. The travel industry generally is sensitive to economic downturns and political crises, when travel plans are likely to be deferred. Therefore, the number of job opportunities fluctuates.

Truck Drivers, Heavy & Tractor-Trailer

Description

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks (OES 971020).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require about one year of prior experience. Promotions for Heavy Truck Drivers may lead to Dispatcher or supervisory positions. Almost all jobs are 40-45 hours per week. Willingness to work overtime, weekends, and nights may be important for job entry. Employers report that a willingness to participate in drug testing is important. Some employers report that familiarity with on-board computers is becoming increasingly important. Some employers also report a short supply of applicants with good DMV records.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.50 to \$11.75/hr	Median: \$8.40/hr
New Hires/Exp'd:	\$9.25 to \$16.75/hr	Median: \$11.75/hr
Exp'd/After 3 Years:	\$12.50 to \$17.00/hr	Median: \$13.75/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, life insurance, and paid sick leave. Most also provide vision insurance and a retirement plan.

Getting the Training

Certificate programs range in length from two to four months, although some employers provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Heavy Truck Drivers in Sacramento and Yolo Counties are employed by trucking firms, wholesalers, and food/beverage distributors. Some are self-employed. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some openings are filled by hiring unsolicited applicants.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 4,485 to 5,480 Heavy Truck Drivers currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 100-125 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 70-90 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work independently; verbal communication skills; English grammar and spelling skills; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations; ability to work as part of a team.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs.

Other Qualifications: Possess good DMV driving record; attention to detail; organizational and time management skills; record keeping skills.

Nationwide Job Outlook

Job opportunities should be favorable as this occupation has among the largest number of job openings each year. Although thousands of openings will be created by growth in demand for drivers, the majority will occur as experienced drivers transfer to other fields of work or retire or leave the labor force for other reasons. In addition, truckdriver jobs vary greatly in terms of earnings, weekly work hours, number of nights that must be spent "on the road," and in the quality of equipment operated. Because truckdriving does not require education beyond high school, competition is expected for jobs with the most attractive earnings and working conditions. Employment is expected to increase about as fast as the average for all occupations through the year 2005 as the economy grows and the amount of freight carried by trucks increases. However, increased integration of truck and railroad long-distance freight transportation should continue to slow somewhat the growth of truckdriver jobs.

Truck Drivers, Light & Delivery

Also known as Route Drivers

Description

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales (OES 971050).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from Helper, Material Handler, or Warehouse Worker positions. Promotions for Light Truck and Delivery Drivers may lead to supervisory/management or sales positions. Almost all jobs are 40 hours per week. Willingness to work on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$10.00/hr	Median: \$8.25/hr
New Hires/Exp'd:	\$5.50 to \$11.25/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$7.50 to \$14.00/hr	Median: \$12.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Most also provide vision insurance, paid sick leave, a retirement plan, and life insurance.

Getting the Training

Certificate programs range in length from four to ten weeks, although employers often provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Light Truck and Delivery Drivers in Sacramento and Yolo Counties are employed by trucking and warehousing firms, and by retailers and wholesalers with delivery services. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Very Large. There are approximately 5,420 to 6,625 Light Truck and Delivery Drivers currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 160-195 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 95-115 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Map reading skills; bondable; knowledge of local streets; ability to load and unload freight; possession of a valid Class A driver's license; ability to read invoices.

Physical Abilities: Ability to stand continuously for 2 or more hours (i.e.; loading and unloading); ability to sit continuously for 2 or more hours; ability to lift at least 75 lbs.; ability to pass a pre-employment medical exam; ability to lift at least 100 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills.

Other Qualifications: Possession of a good DMV driving record; ability to work independently.

Nationwide Job Outlook

Employment of truckdrivers is expected to increase about as fast as the average for all occupations through the year 2005 as the economy grows. This occupation is among those that have the largest number of job openings each year. Although thousands of openings will be created by growth in demand for drivers, the majority will occur as experienced drivers transfer to other fields of work or retire or leave the labor force for other reasons. Because truckdriving does not require education beyond high school, competition is expected for jobs with the most attractive earnings and working conditions.

Upholsterers

Description

Upholsterers make, repair, and replace upholstery for household furniture or transportation vehicles using knowledge of fabrics and methods of upholstery. Includes workers in both manufacturing and non-manufacturing industries. Does not include workers who perform a specialized operation, such as cushion making or related occupations including Sewing Machine Operators, Assemblers, and Hand Cutters and Trimmers (OES 895080).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from apprentice or trainee positions. In larger shops, promotions for Upholsterers may lead to supervisory positions. In smaller shops, promotion often takes the form of self-employment or partnership. Most jobs are 40 hours per week. Willingness to work on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$6.00 to \$11.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$7.50 to \$13.00/hr	Median: \$12.00/hr

Almost all employers provide a paid vacation.

Getting the Training

Certificate programs range in length from two to three months and does not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Upholsterers in Sacramento and Yolo Counties are employed by upholstery shops. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 105 to 130 Upholsterers currently employed in Sacramento and Yolo Counties. About 9 percent in California are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have considerable difficulty finding qualified applicants with prior experience. This indicates a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use and read a tape measure; ability to use hand tools; ability to operate sewing machines; ability to sew by hand; ability to operate fabric cutting machines; ability to operate cloth spreading machines.

Physical Abilities: Manual dexterity; finger dexterity; possession of good color perception; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Basic math skills; ability to read and follow instructions; ability to write legibly; oral communication skills.

Other Qualifications: Provide own hand tools; ability to work independently; willingness to work with close supervision; public contact skills.

Nationwide Job Outlook

Employment of upholsterers is expected to grow more slowly than the average for all occupations through the year 2005. Most of the growth will be in furniture manufacturing. Employment in reupholstery shops will decline because, increasingly, consumers prefer to replace worn furniture rather than reupholster it. Each upholstery job is unique and therefore upholstery work does not lend itself to automation; consequently, technology is not expected to affect employment of upholsterers. Most job openings will arise because of the need to replace experienced workers who transfer to other occupations or leave the labor force. Opportunities for experienced upholsterers should be good. The number of upholsterers with experience is limited because few young people want to enter the occupation and because few shops are willing to train people.

Veterinary Assistants

Description

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college (OES 798060).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college or vocational training. Some employers report that they always require prior experience. Most report that they are willing to accept training as a substitute for experience. With additional training and licensing, promotions may lead to Animal Health Technician (aka Registered Veterinary Technician). Most jobs are 40 hours per week. Some jobs are 20 hours per week. Willingness to work weekends, overtime, nights, part-time, and on-call is important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$7.00/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$6.00 to \$8.50/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$7.50 to \$11.00/hr	Median: \$8.75/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave and dental insurance. Some provide vision insurance. Of those employers that have part-time employees, few provide fringe benefits.

Getting the Training

Certificate programs range in length from four to nine months, although some employers may be willing to provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools or training providers who may offer related training.

Getting the Job

Almost all Veterinary Assistants in Sacramento and Yolo Counties are employed by veterinarians and veterinary clinics. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants. Some openings are filled by hiring referrals from employees and/or schools and training programs.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 270 to 330 Veterinary Assistants (unlicensed) currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; English grammar and spelling skills; ability to work independently; ability to perform routine, repetitive work; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to do strenuous, physically demanding work; ability to lift at least 100 lbs.

Other Qualifications: Attention to detail; ability to handle crisis situations; ability to work under pressure; organizational and time management skills; record keeping skills; problem solving skills; multi-cultural familiarity.

Nationwide Job Outlook

Employment of animal caretakers is expected to grow faster than the average for all occupations through the year 2005 as the population and economy expand. The number of dogs and cats has increased significantly over the last 10 years, and is expected to continue to increase. In addition to the growth in demand for animal caretakers, many other job opportunities will result from the need to replace workers leaving the field. The best prospects should be for graduates of training programs in veterinary technology. Many employers complain of a shortage of formally trained veterinary technicians.

Video Editors

Non-OES Occupational Outlook Survey

Description

Video Editors edit videotape and soundtrack material using professional video editing equipment. They may specialize in news, commercial, feature or documentary/industrial program editing (962.262-999*).

Training, Experience and Other Requirements

Most recent hires have completed one to two years of college. Many employers report that they always require prior experience. Most report that they are sometimes willing to accept training as a substitute for experience. Promotions for Video Editors may lead to Producer or to management positions. Almost all jobs are 40 hours per week. Some jobs are 25-30 hours per week. Willingness to work nights, weekends, overtime, on-call, and part-time is important for job entry. Willingness to participate in drug testing may also be important. Most employers report that computer word processing skills are important. Many also report that computer desktop publishing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$11.50/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$7.00 to \$14.50/hr	Median: \$13.19/hr
Exp'd/After 3 Years:	\$9.00 to \$19.25/hr	Median: \$15.10/hr

Most employers provide medical insurance and other benefits, including a paid vacation, dental insurance, and sick leave. Many also provide life insurance, vision insurance, and a retirement plan. Of those employers that have part-time employees, few provide fringe benefits.

Getting the Training

Some colleges and universities offer programs in television production and communications. Refer to the Occupation-Training Index or college or university catalogs for information.

Getting the Job

Most Video Editors in Sacramento and Yolo Counties are employed by television stations, television and film production companies, and government agencies. Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring unsolicited applicants and/or by hiring referrals from employees. Many hire referrals from schools and/or promote from within.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 40 to 60 Video Editors currently employed in Sacramento and Yolo Counties. About 30 percent are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Insufficient Data

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; English grammar and spelling skills; ability to perform routine, repetitive work; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs.

Other Qualifications: Attention to detail; ability to work under pressure; problem solving skills; ability to handle crisis situations; organizational and time management skills; record keeping skills; possess good DMV driving record; supervisory skills; ability to plan and organize the work of others; multi-cultural familiarity.

Nationwide Job Outlook

Information Not Available

* This is a modified DOT code, based in part on DOT code 962.262-010.

Vocational and Educational Counselors

Also known as Career Counselors and Vocational Rehabilitation Counselors

Description

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services (OES 315140).

Training, Experience and Other Requirements

Having the appropriate counseling credentials, which vary by the type of employer, is essential. Most recent hires have completed four to six years of college. Most employers require prior experience. A few jobs are filled by promoting from trainee or other positions. For Vocational Counselors, some begin as Job Developers. For School Guidance Counselors, some begin their careers as Teachers. Promotions for Vocational and Educational Counselors may lead to supervisory or management positions. Almost all jobs are 35-40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.00 to \$15.50/hr	Median: \$13.89/hr
New Hires/Exp'd:	\$10.50 to \$20.00/hr	Median: \$15.39/hr
Exp'd/After 3 Years:	\$11.50 to \$21.00/hr	Median: \$15.45/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, and a retirement plan. Most also provide vision insurance.

Getting the Training

Many colleges and universities offer graduate and undergraduate programs in counseling. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Vocational and Educational Counselors in Sacramento and Yolo Counties are employed by school districts, colleges, job training and employment agencies. Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from schools and/or employees.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Medium. There are approximately 1,220 to 1,490 Vocational and Educational Counselors currently employed in Sacramento and Yolo Counties. About 62 percent in the United States are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2000.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Record keeping skills; ability to interview others for information; ability to write effectively; ability to apply vocational skills assessment tools and techniques.

Basic Skills: Oral communication skills; ability to read and follow instructions.

Other Qualifications: Ability to work independently.

Nationwide Job Outlook

Overall employment of counselors is expected to grow faster than the average for all occupations through the year 2005. In addition, replacement needs should increase significantly by the end of the decade as a large number of counselors reach retirement age. Employment of school counselors is expected to grow because of increasing enrollments and the expanded responsibilities of counselors. Counselors increasingly are becoming involved in crisis and preventive counseling, helping students deal with issues ranging from drug and alcohol abuse to death and suicide. Despite the increasing use of counselors, however, employment growth may be dampened by budgetary constraints-some counselors serve more than one school. The number of employment counselors who work primarily for State and local governments could be limited by budgetary constraints. Employment counselors working in private job training services, however, should grow rapidly as counselors provide skill training and other services to a growing number of individuals in need.

Waiters & Waitresses

Description

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as tables. Does not include workers who only work at counters (OES 650080).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from positions such as Host/Hostess, Cashier, Bus Person, and Dishwasher. Promotions for Waiters and Waitresses usually takes the form of better jobs and higher earnings (including tips). A few promotions may lead to supervisory or management positions. Most jobs are 20-25 hours per week. Many are 30-40 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work part-time or on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$4.25/hr	Median: \$4.25/hr
New Hires/Exp'd:	\$4.25 to \$4.75/hr	Median: \$4.25/hr
Exp'd/After 3 Years:	\$4.25 to \$6.00/hr	Median: \$4.25/hr

Many employers provide medical insurance and other benefits, including a paid vacation and dental insurance.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Waiters and Waitresses in Sacramento and Yolo Counties are employed by eating and drinking establishments. Most employers fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 8,560 to 10,460 Waiters and Waitresses currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 245-300 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 415-510 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Customer service skills; public contact skills; cash handling skills.

Physical Abilities: Ability to stand for prolonged periods; ability to lift at least 10 lbs.

Basic Skills: Ability to interact well with others; ability to work under pressure; ability to follow oral instructions; oral communication skills; ability to read and follow instructions; ability to work independently; ability to perform basic mathematical computations; ability to write legibly.

Other Qualifications: Meet employer grooming standards.

Nationwide Job Outlook

Job openings are expected to be abundant through the year 2005. Most openings will arise from the need to replace the high proportion of workers who leave this very large occupation each year. There is substantial movement into and out of the occupation because the limited formal education and training requirements for these jobs allow easy entry, and the predominance of part-time jobs is attractive to persons seeking a short-term source of income rather than a career. Many of these workers simply move to other occupations; others stop working to assume household responsibilities or to attend school. As the composition of the Nation's population becomes older, diners are expected to patronize full-service restaurants increasingly, spurring growth in demand for waiters and waitresses. Because potential earnings are greatest in popular restaurants and fine dining establishments, keen competition is expected for the limited number of jobs in these restaurants.

Waste Management Occupations, Solid

Summarized from a Roundtable Discussion

Non-OES Occupational Outlook Survey

The Industry

The field of Solid (or Integrated) Waste Management can be grouped into three categories: Refuse, Recycling, and Transformation.

REFUSE is the collection, processing, transportation and disposal of garbage (residential, commercial and industrial).

RECYCLING is the process of diverting reusable refuse, including glass, aluminum, paper and plastic, from landfills to transformation sites.

TRANSFORMATION is the burning or processing of a recyclable material into a different or reusable form (or chemical structure).

Employment Information

The first two categories (refuse and recycling) provide as much as 95 percent of the total industry employment. Overall, about 60 percent of the employment is in the public sector; however, most of the growth is expected to be in the private sector.

The Occupations

Here are the common occupations within the refuse and recycling fields:

Title	Industry	Entry Level?
Collector/Helper	Refuse	yes
Driver (Class B)	Refuse	yes (need license)
Collector/Driver	Refuse	yes (or promoted)
Supervisor, Collection	Refuse	no (promoted)
Sorter	Processing/Recycling	yes
Helpers	Processing/Recycling	
Gatekeeper		yes
Scale Attendant		yes
Attendant		yes
Equipment Operators	Processing/Recycling	
Loader Driver		yes (or promoted)
Forklift Operator		yes (or promoted)
Foreman/Supervisor	Processing/Recycling	no (promoted)
Helper/Laborer	Disposal	yes

Title	Industry	Entry Level?
Spotter	Disposal	yes
Scale Attendant	Disposal	yes
Equipment Operators	Disposal	
Loader Operator		no
Forklift Operator		no
Water Truck Driver		no
Heavy Equipment		no
Inspector	Disposal	no
Foreman/Supervisor	Disposal	no (promoted)

Most entry level employment opportunities are for Driver/Collector or Helper/Laborer positions. In addition, this industry employs Engineers (i.e., Civil, Environmental, Mechanical, and Electrical), Financial Officers, Education and Public Relations Specialists, and upper level management (i.e., General Manager, Director of Operations, Vice President). The industry also employs clerical/administrative support staff. The State of California also employs regulatory staff.

Where to Find More Information

California Occupational Guides: see Garbage Collectors and Drivers

Occupational Outlook Handbook: see Handlers, Equipment Cleaners, Helpers and Laborers

Dictionary of Occupational Titles:

955.687-022	Garbage Collector
905.663-010	Garbage Collector Driver
909.137-014	Garbage-Collection Supervisor
005.061-030	Sanitary Engineer
955.463-010	Sanitary Landfill Operator
955.133-010	Sanitary Landfill Supervisor
168.267-110	Sanitation Inspector
955.685-010	Incinerator Operator I
955.362-014	Incinerator Operator II
955.667-010	Incinerator Plant Laborer
184.167-046	Incinerator-Plant-General Supervisor
955.131-010	Supervisor, Incinerator Plant
184.167-078	Manager, Solid-Waste-Disposal
188.167-098	Superintendent, Sanitation
919.683-022	Street-Sweeper Operator

NOTE: Some of the other occupations that are not unique to this industry can also be found in the California Occupational Guides and in the Occupational Outlook Handbook (e.g., Civil Engineer, Forklift Operator, etc.).

Water Treatment Plant Operators

Description

Water and Liquid Waste Treatment Plant and System Operators operate and/or control an entire process or system, often through the use of panelboards, controlboards, or semi-automatic equipment, to transfer or treat water and/or liquid waste (OES 950020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the Water Resources Control Board or the Department of Health Services, Office of Drinking Water, for information. Most recent hires have completed two years of college. Some have completed high school only. Most employers require prior experience. Promotions for Treatment Plant Operators may lead to Operator I, Operator II, etc. Promotions may also lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work on-call may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$11.25 to \$13.25/hr	Median: \$13.02/hr
New Hires/Exp'd:	\$12.25 to \$13.50/hr	Median: \$13.03/hr
Exp'd/After 3 Years:	\$13.00 to \$15.00/hr	Median: \$14.37/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide life insurance and vision insurance.

Getting the Training

Degree programs in biology and chemistry range in length from two to four years, although some employers provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Treatment Plant Operators in Sacramento and Yolo Counties are employed by local government agencies. Almost all employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (> 75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (< 10%)

Employment Information

Occupation Size: Small. There are approximately 495 to 605 Treatment Plant Operators currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2000.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to follow wastewater treatment procedures; ability to read monitoring equipment; ability to follow safe equipment operating practices; ability to operate precision measuring instruments; ability to maintain equipment; ability to write effectively.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; basic math skills; ability to write legibly; oral communication skills.

Other Qualifications: Ability to work independently; ability to assess emergency situations and set priorities quickly; willingness to work with close supervision.

Nationwide Job Outlook

Employment of water and wastewater treatment plant operators is expected to grow about as fast as the average for all occupations through the year 2005. The increasing population and growth of the economy are expected to increase demand for water and wastewater treatment services. As new plants are constructed to meet this demand, employment of water and wastewater treatment plant operators should increase. In addition, some job openings will occur as experienced operators transfer to other occupations or leave the labor force. Although local government is the largest employer of water and wastewater treatment plant operators, increased reliance on private firms operating water and wastewater treatment facilities should shift some employment demand to these companies.

Welders

Description

Welders use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints (OES 939140).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from apprentice or helper positions. Promotions for Welders may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$9.25/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.50 to \$15.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$11.00 to \$16.50/hr	Median: \$13.18/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide a retirement plan and dental insurance.

Getting the Training

Certificate programs range in length from five months to two years and does not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Welders in Sacramento and Yolo Counties are employed by welding repair shops, and manufacturers of fabricated metal products. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (>75%) Most (51-75%) Many (35-50%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 545 to 665 Welders currently employed in Sacramento and Yolo Counties. About 4 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2000.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Arc welding skills; ability to pass a work performance test; ability to use precision tools.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to work in awkward positions; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly; ability to use ladders and scaffolds.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Willingness to work with close supervision; possession of mechanical aptitude; ability to work independently.

Nationwide Job Outlook

Employment of welders, cutters, and welding machine operators is expected to increase more slowly than the average for all occupations through the year 2005. Many job openings will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. In certain industries-construction, wholesale trade, and repair services, for example-employment of welders and cutters will grow more rapidly. The level of construction is expected to expand, as is the number of metal products needing repair, increasing the need for welding and cutting. This work is generally less routine and more difficult to automate than other welding jobs. Greater use of welding automation in manufacturing could cause manual welders to be replaced by welding machine operators. Despite the welding jobs eliminated by automated welding systems, manual welders, especially those with a wide variety of skills, will still be needed for the maintenance, repair, and other work in manufacturing that cannot be automated.

49er Regional Occupational Programs

360 Nevada Street, Auburn, CA 95603

Phone: 916-889-5949

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Note: In most cases, ROP programs are open to high school students and, if openings exist, to adults who are also local residents. ROP programs may be considered open entry-open exit, and may require fees for adults.

Certificate Programs Offered:

Animal and Veterinary Careers

Objective: *Veterinary Technician, Groomer, Veterinary Office Clerk*
Average Time to Complete: 1-2 semesters

Automotive Services

Objective: *Apprentice Mechanic, Tune-Up Technician*
Average Time to Complete: 1-2 semesters

Auto Technologies

Objective: *Auto Machinist Helper, Motorcycle Shop/Parts, Engine Specialist*
Average Time to Complete: 1-2 semesters

Business Careers

Objective: *General Office Clerk, Clerk Typist, Receptionist, Secretary*
Average Time to Complete: 1-2 semesters

Careers with Children

Objective: *Day Care Attendant, Preschool Teacher, Head Start Aide*
Average Time to Complete: 1-2 semesters

Computer Studies

Objective: *Word Processor, Data Clerk, Account Clerk*
Average Time to Complete: 1-2 semesters

Construction Technologies

Objective: *Drafting, Surveying, Carpentry*
Average Time to Complete: 1-2 semesters

Cosmetology

Objective: *Cosmetologist, Cosmetician, Manicurist, Pedicurist*
Average Time to Complete: 1-2 semesters

Dental Careers

Objective: *Dental Assistant, Lab Technician, Dental Receptionist*
Average Time to Complete: 1-2 semesters

Electronics

Objective: *Entry-Level Electronics Technician, Retail Electronics Salesperson*
Average Time to Complete: 1-2 semesters

Financial Services Careers

Objective: *Bank Teller, Bookkeeper, Insurance Clerk, Computer Operator*
Average Time to Complete: 1-2 semesters

Graphic Communications

Objective: *Graphic Designer, Desktop Publisher, Bindery Worker, Typesetter*
Average Time to Complete: 1-2 semesters

Health Careers

Objective: *Medical Records Clerk, Medical Lab Assistant, Dietary Aide*
Average Time to Complete: 1-2 semesters

Integrated Media

Objective: *Video Sound Technician Assistant, Video Retail Salesperson*
Average Time to Complete: 1-2 semesters

Marketing and Sales Careers

Objective: *Salesperson, Floral Trainee, Inventory Control Clerk*
Average Time to Complete: 1-2 semesters

Sports Medicine Careers

Objective: *Physical Therapy Aide, Sports Club/Fitness Center Aide*
Average Time to Complete: 1-2 semesters

Video Production

Objective: *Video Production, Video Camera Positions*
Average Time to Complete: 1-2 semesters
Training Site Location: Truckee High School

Advanced Career Technologies Institute

2880 Sunrise Blvd. Suite 232, Rancho Cordova, CA 95742

Phone: 916-635-3435 Fax: 916-635-8487

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Hardware Support Specialist

Objective: *Computer Service Technician*

Approximate Cost to Complete: \$8,065

Average Time to Complete: 24 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

MS Domains/NT Course

Objective: *MS NT Network Administrator, NT Support Specialist*

Approximate Cost to Complete: \$4,200

Average Time to Complete: 8 weeks

Open Entry-Open Exit? no

Program Entry Requirements: PC experience+ high school grad./GED

Microcomputer Support Specialist

Objective: *Microcomputer Support Specialist*

Approximate Cost to Complete: \$10,900

Average Time to Complete: 32 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Network/LAN Course

Objective: *Network Administrator*

Approximate Cost to Complete: \$4,100

Average Time to Complete: 8 weeks

Open Entry-Open Exit? no

Program Entry Requirements: PC experience+ high school grad./GED

Software Applications

Objective: *PC Software Operations*

Approximate Cost to Complete: \$3,890

Average Time to Complete: 8 weeks

Open Entry-Open Exit? no

Program Entry Requirements: basic DOS exp./high school grad./GED

Software Support Specialist

Objective: *PC Software Support Specialist*

Approximate Cost to Complete: \$7,990

Average Time to Complete: 16 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

American River College

4700 College Oak Dr., Sacramento, CA 95841

Phone: 916-484-8011 Fax: 916-484-8674

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	No

Note: Associate Degree programs usually require 60 units, or two years (four semesters), of study for full-time students. Certificate programs generally require two to four semesters to complete, depending on the program (and the student). The average tuition cost is \$195 per semester.

Degree Programs Offered:

Accounting Paraprofessional

Administrative Assistant

Advertising and Sales Promotion

Art

Automotive Technology

Automotive Collision Technology

Automotive Component Service Technology

American River College--continued

Business: General
 Business: Transfer
 Commercial Music-Business, Performance, Recording
 Community Journalism
 Computer Info Science: Programming, Microcomputer Applications
 Diesel Mechanics
 Design Technology
 Early Childhood Education
 Electronics
 Engineering Technology
 Fashion Careers
 Financial Accounting
 Fire Technology
 Forestry
 General Education: Transfer
 Gerontology
 Graphic Design and Illustration
 Home Economics
 Horticulture
 Hospitality Management
 Human Services
 Interior Design
 Language and Literature
 Legal Assisting
 Legal Office
 Management: Business, Government, Hotel, Retail, Organizational, Logistics,
 Total Quality
 Marketing
 Mathematics-Physical Science
 Medical Office
 Nursing
 Paramedic
 Professional Communication
 Real Estate
 Recreation and Leisure Leadership
 Respiratory Care
 Sheet Metal
 Sheet Metal Service Technician
 Sign Language Studies
 Small Business Management
 Social Science
 Theater Arts
 Welding Technology

Certificate Programs Offered:

Automotive Collision Technology

Objective: *Auto Body Repairer*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Automotive Component Service Technology

Objective: *Automotive Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Automotive Refinish Technology

Objective: *Collision Repair Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Automotive Service Technician Program

Objective: *Automotive Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Automotive Sheet Metal Repair

Objective: *Collision Repair Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Automotive Technology

Objective: *Automotive Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

American River College--continued

Business: Accounting, Paraprofessional

Objective: *Accounting Clerk*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Diesel Mechanics

Objective: *Diesel Service and Repair*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Design Technology

Objective: *Design Drafting*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education: Family Child Care

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education: Infant Care

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education: Nanny Certificate

Objective: *Nannie*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education: Preschool Teaching Certificate

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education: Program Management

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education: School-Age Child Care

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Electronics Technology: Electronic Camera Repair

Objective: *Engineering Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Electronics Technology: Electronics Communication

Objective: *Engineering Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Electronics Technology: Electronics Computer Technician

Objective: *Computer Service Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

American River College--continued

Electronics Technology: Telecommunications Management

Objective: *Engineering Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Engineering Technology

Objective: *Engineering Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Fashion Careers: Apparel Merchandising and/or Design

Objective: *Clothing Designer*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Financial Accounting

Objective: *Accounting Clerk*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Fire Technology

Objective: *Firefighter*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Gerontology: Activity Coordinator

Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Gerontology: Business Option

Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Gerontology: Case Mgmt./Social Services Option

Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Gerontology: Environmental Design Option

Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Gerontology: Health Care Option

Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Gerontology: Recreation Option

Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Gerontology: Social Service Designee

Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: See College Catalog
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

American River College--continued

Gerontology: Social Service/Advocacy OptionObjective: *Gerontology Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 3 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Graphic DesignObjective: *Graphic Designer*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 18 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Home Economics: Dietary ManagerObjective: *Dietetic Technician*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Home Economics: School Food Service SupervisorObjective: *Child Nutritionist*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Horticulture: Landscape IndustryObjective: *Landscape Construction Worker*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Horticulture: Nursery IndustryObjective: *Nursery Worker*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Hospitality Management: Culinary ArtsObjective: *Food Service Manager*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Hospitality Management: Restaurant ManagementObjective: *Food Service Manager*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Human Resources ManagementObjective: *Supervisory Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 18 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Human Services: Chemical DependencyObjective: *Alcohol and Drug Paraprofessional*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Human ServicesObjective: *Human Service Worker*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Interior DesignObjective: *Interior Designer*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

American River College--continued

Legal AssistingObjective: *Paralegal, Legal Assistant*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Management and SupervisionObjective: *Supervisory Positions*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 18 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Management: BusinessObjective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Management: Total Quality ManagementObjective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Medical Insurance BillingObjective: *Medical Office Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 18 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Nursing: Licensed Vocational NurseObjective: *Licensed Vocational Nurse*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2-4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Office Administration: Administrative AssistantObjective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Office Administration: General OfficeObjective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Office Administration: Legal OfficeObjective: *Legal Secretary*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Office Administration: Medical OfficeObjective: *Medical Secretary*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Office Administration: Office TechnologyObjective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2-4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Office Administration: Travel and TourismObjective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

American River College--continued

Professional Communication

Objective: *Corporate Writing*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Real Estate

Objective: *Real Estate Agent*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Retail Floristry

Objective: *Floral Designer*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 18 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Sign Language Studies

Objective: *Signer, Interpreter*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Sign Language Studies: Interpreting Certificate

Objective: *Signer, Interpreter*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Small Business Operations

Objective: *Small Business Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Travel and Tourism

Objective: *Travel Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 18 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Welding

Objective: *Welder*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Anthony Schools of Northern California

9521 Folsom Blvd. Suite C, Sacramento, CA 95827

Phone: 916-361-9420

(No Information Provided)

Automotive Diagnostics

11315 Sunrise Gold Circle, Suite G, Rancho Cordova, CA 95742

Phone: 916-635-0922 Fax: 916-635-4528

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Modern Automotive Technology

Objective: *Drivability Specialist, Smog License Preparation*
 Approximate Cost to Complete: \$130-\$5,375
 Average Time to Complete: 4-10 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older

Baraban Training Institute

1750 Howe Ave. #250, Sacramento, CA 95825
Phone: 916-565-0260 Fax: 916-565-0267

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Series 7 Training Program

Objective: *Stock Broker, Financial Planner*
Approximate Cost to Complete: \$465
Average Time to Complete: 10 weeks
Open Entry-Open Exit? yes
Program Entry Requirements: adults

Bartenders School of Sacramento

11366 Amalgam Watt, Suite D, Rancho Cordova, CA 95670
Phone: 916-852-0459 Fax: 916-852-0459

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Bartending

Objective: *Bartender*
Approximate Cost to Complete: \$600
Average Time to Complete: 4 weeks
Open Entry-Open Exit? yes
Program Entry Requirements: adults

Bar Management

Objective: *Bar Manager*
Approximate Cost to Complete: \$400
Average Time to Complete: 5 weeks
Open Entry-Open Exit? yes
Program Entry Requirements: adults

Basic Business Training

6060 Sunrise Vista Drive, Citrus Heights CA 95610
Phone: 916-725-5187 Fax: 916-725-0236

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Para-Accounting I Course

Objective: *Accounting*
Approximate Cost to Complete: \$660
Average Time to Complete: 8 weeks
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Para-Accounting II Course

Objective: *Bookkeeping, Accounting*
Approximate Cost to Complete: \$660
Average Time to Complete: 8 weeks
Open Entry-Open Exit? no
Program Entry Requirements: completion of Basic Accounting course

Income Tax Preparation-Basic

Objective: *Income Tax Preparer*
Approximate Cost to Complete: \$595
Average Time to Complete: 64 hours
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Basic Business Training--continued

Income Tax Preparation-IntermediateObjective: *Income Tax Preparer*

Approximate Cost to Complete: \$495

Average Time to Complete: 40 hours

Open Entry-Open Exit? no

Program Entry Requirements: completion of Basic Tax course

Income Tax Preparation-AdvancedObjective: *Income Tax Preparer*

Approximate Cost to Complete: \$495

Average Time to Complete: 40 hours

Open Entry-Open Exit? no

Program Entry Requirements: completion of Intermediate Tax course

Boilermaker J.A.C.

2191 Piedmont Way, Pittsburgh, CA 94565

Phone: 510-427-4121 Fax: 510-427-5980

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status.

Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Programs Offered:

Boilermaker Apprentice ProgramObjective: *Boilermaker*

Approximate Cost to Complete: \$1450

Average Time to Complete: 4 years

Boston Reed Company

3022 North St. Helena Hwy. #2, St. Helena, CA 94574

Phone: 707-963-5782 Fax: 707-963-1973

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

PhlebotomyObjective: *Phlebotomist*

Approximate Cost to Complete: \$275

Average Time to Complete: 2 days

Open Entry-Open Exit? yes

Program Entry Requirements: medical background

Training Site Location: 1625 Stockton Blvd., Sacramento

Breining Institute

8880 Greenback Lane, Orangevale, CA 95662

Phone: 916-987-0662 Fax: 916-987-8823

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Alcohol and Drug Abuse CounselorObjective: *Alcohol and Drug Abuse Counselor*

Approximate Cost to Complete: \$1,995 tuition, \$575 books and registration

Average Time to Complete: 9 months

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Business & Technology Training Institute

8401 Gerber Rd., Sacramento, CA 95828

Phone: 916-686-7783 Fax: 916-689-4372

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Certificate Programs Offered:

Accounting Clerk

Objective: *Accounting Clerk, Bookkeeping Assistant*

Approximate Cost to Complete: \$3,995

Average Time to Complete: 16 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Accounting Specialist

Objective: *Accounting Assistant, Full-Charge Bookkeeper*

Approximate Cost to Complete: \$4,997

Average Time to Complete: 20 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Administrative Assistant

Objective: *Administrative Assistant*

Approximate Cost to Complete: \$4,957

Average Time to Complete: 20 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Business Skills Review/Mastery

Objective: *Administrative Assistant, Executive Secretary*

Approximate Cost to Complete: \$1,803

Average Time to Complete: 7 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Computer Applications Competency

Objective: *Computer Operator, General Office Worker*

Approximate Cost to Complete: \$1,803

Average Time to Complete: 7 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Computer Service Technician

Objective: *Computer Systems Installer/Repairer*

Approximate Cost to Complete: \$4,085

Average Time to Complete: 16 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Computerized Office Technician

Objective: *Office Assistant, Clerk Typist, Receptionist*

Approximate Cost to Complete: \$3,058

Average Time to Complete: 12 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Electronic/Computer Service Technician

Objective: *Computer System Installer/Repairer*

Approximate Cost to Complete: \$6,501

Average Time to Complete: 26 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Electronics Assembly

Objective: *Computer System Assembly, Electronics Assembly*

Approximate Cost to Complete: \$2,561

Average Time to Complete: 10 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Information Processing Specialist

Objective: *Word Processor, Accounting Assist., Computer Operator*

Approximate Cost to Complete: \$4,426

Average Time to Complete: 18 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Business & Technology Training Institute--continued

Local Area Network AdministratorObjective: *LAN Operator/Administrator*

Approximate Cost to Complete: \$4,025

Average Time to Complete: 16 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Local Area Network TechnicianObjective: *LAN Technician*

Approximate Cost to Complete: \$5,283

Average Time to Complete: 21 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Cal Trade Welding Schools

7115 Bacchini Ave., Sacramento, CA 95828

Phone: 916-383-4118

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Combination WeldingObjective: *Welder*

Approximate Cost to Complete: \$4,600

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: entrance exam + hands on

California Academy of Merchandising, Art & Design

2035 Hurley Way, Suite 300A, Sacramento, CA 92825

Phone: 916-649-8168 Fax: 916-649-8344

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Degree Programs Offered:

Interior DesignObjective: *Interior Designer, Space Planner*

Approximate Cost to Complete: \$15,000

Average Time to Complete: 2 years

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

MerchandisingObjective: *Retail Sales, Advertising, Retail Management*

Approximate Cost to Complete: \$15,000

Average Time to Complete: 2 years

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

California Alarm & Lock Institute

430 North 16th Street, Sacramento, CA 95814

Phone: 916-498-1150 Fax: 916-498-1152

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

California Alarm & Lock Institute--continued

Certificate Program Offered:

Electronic Alarm Security and Locksmithing TechnologyObjective: *Alarm Installer/Technician, Locksmith*

Approximate Cost to Complete: \$3,274

Average Time to Complete: 9 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

California Institute of Jewelry Training

4020 El Camino Ave., Suite B-1, Sacramento, CA 95821

Phone: 916-487-1122 Fax: 916-487-1189

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Fundamental Jewelry RepairObjective: *Apprentice Bench Jeweler*

Approximate Cost to Complete: \$6,050 + \$1,300 (tools)

Average Time to Complete: 600 hours

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Jewelry ArtsObjective: *Apprentice Bench Jeweler*

Approximate Cost to Complete: \$8,230 + \$1,300 (tools)

Average Time to Complete: 800 hours

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Jewelry Repair ExternshipObjective: *Apprentice Bench Jeweler*

Approximate Cost to Complete: \$7,525 + \$1,300 (tools)

Average Time to Complete: 800 hours

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

California Motel Training

4447 Granite Dr. #702, Rocklin, CA 95677

Phone: 916-632-8250 Fax: 916-632-8269

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Hospitality Industry Management TrainingObjective: *Motel/Apartment Mgmt., Front Desk/Night Auditor*

Approximate Cost to Complete: \$2,625 single or couple

Average Time to Complete: 5 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

California Paralegal Training

461 Grass Valley Highway Suite #18, Auburn, CA 95603

Phone: 916-272-5768

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

California Paralegal Training--continued

Certificate Program Offered:

Paralegal, Legal AssistantObjective: *Paralegal, Legal Assistant*

Approximate Cost to Complete: \$4,354

Average Time to Complete: 10-18 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

California Security Training Academy

5659 ½ Stockton Blvd., Sacramento, CA 95824

Phone: 916-452-4273 Fax: 916-428-3940

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Advanced Security GuardObjective: *Security Guard*

Approximate Cost to Complete: \$1,400

Average Time to Complete: 48 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Security OfficerObjective: *Security Officer/Guard*

Approximate Cost to Complete: \$45

Average Time to Complete: 2 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

California State University, Sacramento

6000 J Street, Sacramento, CA 95819

Phone: 916-278-6011

Degree Programs Offered:

Accountancy Concentration (Undergraduate)

Accountancy (Graduate)

Anthropology (Undergraduate and Graduate)

Art (Undergraduate and Graduate)

Asian Studies (Undergraduate)

Biological Sciences (Undergraduate and Graduate)

Biomedical Engineering (Graduate)

Business Administration (Graduate)

Chemistry (Undergraduate and Graduate)

Child Development (Undergraduate)

Civil Engineering (Undergraduate and Graduate)

Communication Studies (Undergraduate and Graduate)

Computer Science (Undergraduate and Graduate)

Computer Engineering (Undergraduate)

Counseling (Graduate)

Criminal Justice (Undergraduate and Graduate)

Drama (Undergraduate and Graduate)

Economics (Undergraduate and Graduate)

Education (Graduate)

Electrical and Electronic Engineering (Undergraduate and Graduate)

Engineering Technology: Construction Mgmt. (Undergraduate)

English (Undergraduate and Graduate)

Environmental Studies (Undergraduate)

Ethnic Studies (Undergraduate)

Finance Concentration (Undergraduate)

French (Undergraduate and Graduate)

Geography (Undergraduate)

Geology (Undergraduate)

German (Undergraduate and Graduate)

Gerontology (Undergraduate)

Government/International Relations (Undergraduate)

Government/Journalism (Undergraduate)

Government (Graduate)

Health and Safety Studies (Undergraduate)

History (Undergraduate and Graduate)

California State University, Sacramento--continued

Home Economics/Interior Design (Undergraduate)
 Humanities (Undergraduate)
 Insurance Concentration (Undergraduate)
 International Business Concentration (Undergraduate)
 International Affairs (Graduate)
 Journalism (Undergraduate)
 Liberal Arts (Graduate)
 Liberal Studies (Undergraduate)
 Management Information Systems Concentration (Undergraduate)
 Managing Human Resources Concentration (Undergraduate)
 Marine Science (Graduate)
 Marketing Concentration (Undergraduate)
 Math/Statistics (Undergraduate)
 Mathematics (Graduate)
 Mechanical Engineering (Undergraduate and Graduate)
 Mechanical Engineering Technology (Undergraduate)
 Music (Undergraduate and Graduate)
 Nursing (Undergraduate and Graduate)
 Operations Management Concentration (Undergraduate)
 Philosophy (Undergraduate)
 Physical Therapy (Undergraduate)
 Physical Education (Undergraduate and Graduate)
 Physics and Astronomy (Undergraduate)
 Psychology (Undergraduate and Graduate)
 Public Policy and Administration (Graduate)
 Real Estate and Land Use Affairs Concentration (Undergraduate)
 Recreation Administration (Graduate)
 Recreation and Leisure Studies (Undergraduate)
 Social Work (Undergraduate and Graduate)
 Social Sciences (Undergraduate)
 Sociology (Undergraduate and Graduate)
 Spanish (Undergraduate and Graduate)
 Speech Pathology and Audiology (Undergraduate and Graduate)
 Strategic Management Concentration (Undergraduate)
 Women's Studies (Undergraduate)

California State University, Sacramento

Regional & Continuing Education

7750 College Town Drive, Suite 100, Sacramento, CA 95826

Phone: 916-278-4433 Fax: 916-278-4601

Certificate Programs Offered:

Certificate in C/UNIX
 Facilities Management
 Human Resource Management
 Materials Management
 Medical Transcription
 Meeting Planning
 Purchasing Management
 Supervisory Development
 Telecommunications Management
 Total Quality Management
 Tourism
 Train the Trainer

Career College of Cosmetology

646 Cottonwood Plaza, Woodland, CA 95695

Phone: 916-666-0969

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Certificate Programs Offered:

Cosmetology

Objective: *Hairstyling, Manicuring, Skin Care*

Approximate Cost to Complete: \$5,100 (private), \$520 (Yuba College)

Average Time to Complete: 12 months

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Career College of Cosmetology--continued

Manicuring

Objective: *Manicurist, Pedicurist*
 Approximate Cost to Complete: \$2,000 (private), \$300 (Yuba College)
 Average Time to Complete: 2-3 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older

Careers In Construction

4740 Northgate Blvd. Suite 150, Sacramento, CA 95834
 Phone: 916-923-3322 Fax: 916-923-3455

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Construction Estimating and Project Management 3.16 and 3.20

Objective: *Construction Estimator, Project Manager*
 Approximate Cost to Complete: \$7,064 -7,750
 Average Time to Complete: 16-20 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Construction Estimating 2.12

Objective: *Sales Estimator, Superintendent*
 Approximate Cost to Complete: \$5,939
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Carpenters 46 Northern California Counties JATC

4421 Pell Drive, Sacramento, CA 95838
 Phone: 916-925-7797 Fax: 916-925-1114

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Programs Offered:

Acoustical Apprenticeship

Objective: *Acoustical Carpenter*
 Approximate Cost to Complete: union dues and tools
 Average Time to Complete: 3 years

Carpenter Apprenticeship

Objective: *Carpenter*
 Approximate Cost to Complete: union dues and tools
 Average Time to Complete: 4 years

Insulation Apprenticeship

Objective: *Insulator*
 Approximate Cost to Complete: union dues and tools
 Average Time to Complete: 3 years

Carpenters Apprenticeship Training Center

2350 Santa Rita Rd., Pleasanton, CA 94566
Phone: 510-462-9640 Fax: 510-462-8307

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Programs Offered:

Acoustical Installer

Objective: *Acoustical Ceiling Installer*
Approximate Cost to Complete: union dues and tools
Average Time to Complete: 3 years

Carpenter

Objective: *Residential and Commercial Carpenter*
Approximate Cost to Complete: union dues and tools
Average Time to Complete: 4 years

Hardwood Floor Layer

Objective: *Hardwood Floor Layer and Refinisher*
Approximate Cost to Complete: union dues and tools
Average Time to Complete: 3 years

Insulation Applicator

Objective: *Insulation Applicator*
Approximate Cost to Complete: union dues and tools
Average Time to Complete: 3 years

Millwright

Objective: *Machinery Installer*
Approximate Cost to Complete: union dues and tools
Average Time to Complete: 4 years

Pile Driver

Objective: *Bridge and Wharf Builders*
Approximate Cost to Complete: union dues and tools
Average Time to Complete: 4 years

Scaffold Erector

Objective: *Scaffold Erector*
Approximate Cost to Complete: union dues and tools
Average Time to Complete: 2 years

Shingler

Objective: *Sidewall and Roof Shingler*
Approximate Cost to Complete: union dues and tools
Average Time to Complete: 2 years

Carpet, Linoleum, Tile, Local #1237

2840 El Centro Rd., Room 105, Sacramento, CA 95833
Phone: 916-277-6643 Fax: 916-929-2140

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Floor Covering JATC

Objective: *Floor Covering Installer*
Approximate Cost to Complete: union dues
Average Time to Complete: 4 years

Cement Masons, Local #582

4044 North Freeway Blvd., Suite 120, Sacramento, CA 95834

Phone: 916-565-0128 Fax: 916-565-0133

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Cement Masons Apprenticeship

Objective: *Cement Mason*

Approximate Cost to Complete: union dues and initiation fee

Average Time to Complete: 3 years

Center for Employment Training

6853 65th Street, Sacramento, CA 95828

Phone: 916-393-7401 Fax: 916-393-7347

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Certificate Programs Offered:

Automotive Specialist

Objective: *Automotive Mechanic Apprentice*

Approximate Cost to Complete: \$6,300

Average Time to Complete: 30 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Computerized Accounting

Objective: *Accounting/Bookkeeping Clerk, Accounts Rec'd/Payable Clerk*

Approximate Cost to Complete: \$6,880

Average Time to Complete: 34 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Electronics Technology

Objective: *Electronics Assembler, Electronics Tester*

Approximate Cost to Complete: \$6,010

Average Time to Complete: 28 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

HVAC/Building Repair

Objective: *HVAC Installer/Helper, Maintenance Repairer*

Approximate Cost to Complete: \$6,300

Average Time to Complete: 30 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Truck Driving

Objective: *Heavy and Tractor-Trailer Truck Driver*

Approximate Cost to Complete: \$6,050

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults w/good DMV record

Center for Paralegal Education

2020 Marconi Ave., Sacramento, CA 95821
Phone: 916-927-2192 Fax: 916-927-8379

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Paralegal Certificate

Objective: *Paralegal, Legal Assistant*
Approximate Cost to Complete: \$4,625
Average Time to Complete: 12 months
Open Entry-Open Exit? no
Program Entry Requirements: adults

Central Sierra Regional Occupational Programs

4675 Missouri Flat Road, Placerville, CA 95667
Phone: 916-621-0123

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Note: In most cases, ROP programs are open to high school students and, if openings exist, to adults who are also local residents. ROP programs may be considered open entry-open exit, and may require fees for adults.

Certificate Programs Offered:

Animal Health

Objective: *Animal Health Technician, Kennel Helper*
Average Time to Complete: 1 year
Training Site Location: Central Sierra ROP

Architect-CAD Drafting

Objective: *Drafting Technician, Interior Designer*
Average Time to Complete: 1 year
Training Site Location: Central Sierra ROP

Automotive Services (Body)

Objective: *Auto Body Repairer and Refinisher, Auto Detailer*
Average Time to Complete: 1 year
Training Site Location: Central Sierra ROP

Automotive Services (Engine)

Objective: *Apprentice Auto Mechanic, Tune-Up Technician*
Average Time to Complete: 1 year
Training Site Location: Central Sierra ROP

Career with Children

Objective: *Day Care Attendant, Pre-School Teacher*
Average Time to Complete: 1 year
Training Site Location: Central Sierra ROP

Computer Studies: Secretarial/Account Clerk

Objective: *Word Processor, Data Clerk, Account Clerk*
Average Time to Complete: 8 weeks-1 year
Training Site Location: Central Sierra ROP

Computer Technician/Mini

Objective: *Entry-Level Computer Technician*
Average Time to Complete: 4 months
Training Site Location: Central Sierra ROP

Cosmetology

Objective: *Cosmetologist, Cosmetician, Manicurist, Pedicurist*
Average Time to Complete: 8 weeks-1 year
Training Site Location: Central Sierra ROP

Central Sierra ROP--continued

Dental Assistant

Objective: *Dental Assistant, Dental Office Manager Trainee*
 Average Time to Complete: 1 year
 Training Site Location: Central Sierra ROP

Electronics

Objective: *Entry-Level Electronic Technician*
 Average Time to Complete: 1 year
 Training Site Location: Central Sierra ROP

Floriculture

Objective: *Florist*
 Average Time to Complete: 1 year
 Training Site Location: Central Sierra ROP

Graphic Arts/Printing

Objective: *Graphic Designer, Desktop Publisher*
 Average Time to Complete: 1 year
 Training Site Location: Central Sierra ROP

Law Enforcement

Objective: *Correctional Officer, Probation Officer*
 Average Time to Complete: 1 year
 Training Site Location: Central Sierra ROP

Manicuring

Objective: *Manicurist*
 Average Time to Complete: 8 weeks-1 year
 Training Site Location: Central Sierra ROP

Medical Assisting

Objective: *Medical Front/Back Office Assistant*
 Average Time to Complete: 1 year
 Training Site Location: Central Sierra ROP

Metal Fabrication/Welding

Objective: *Apprentice Welder, Metal Fabricator*
 Average Time to Complete: 1 year
 Training Site Location: Central Sierra ROP

Photography

Objective: *Photographer's Helper*
 Average Time to Complete: 1 year
 Training Site Location: Central Sierra ROP

Video Production

Objective: *Video Production Careers*
 Average Time to Complete: 1 year
 Training Site Location: Central Sierra ROP

Chapman University

4020 El Camino Ave., Suite B-5, Sacramento, CA 95821
 Phone: 916-485-7832

Degree Programs Offered:

Computer Information Systems (Undergraduate)
 Criminal Justice (Undergraduate)
 Education Curriculum and Instruction Administration (Graduate)
 Health Sciences (Undergraduate)
 Health Administration (Graduate)
 Human Resources Management (Graduate)
 Organizational Leadership (Undergraduate)
 Psychology (Undergraduate)
 Psychology (Graduate)
 Social Science (Undergraduate)
 Teaching Credentialing

Chapman University-Diamond Springs
Learning Site

694 Pleasant Valley Road Suite 9, Diamond Springs, CA 95619
 Phone: 916-621-1708 Fax: 916-621-0117

Degree Programs Offered:

Career Counseling (Graduate)
 Education: Curriculum and Instruction (Graduate)
 Education Administration (Graduate)

Chapman University-Diamond Springs--continued

Psychology (Undergraduate)
 Psychology (Graduate)
 Teaching Credentialing-Multiple Subject
 Teaching Credentialing-Single Subject

Citrus Heights Beauty College

7518 Baird Way, Citrus Heights, CA 95610
 Phone: 916-725-6861

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Cosmetology

Objective: *Hairstylist, Haircutter, Haircolorist, Manicurist*
 Approximate Cost to Complete: \$4,100
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Esthetician-Skin Care

Objective: *Cosmetician, Esthetician, Make-up Artist, Waxing*
 Approximate Cost to Complete: \$2,500
 Average Time to Complete: 4 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Manicurist

Objective: *Manicurist, Pedicurist, Nail Technician*
 Approximate Cost to Complete: \$1,200
 Average Time to Complete: 10 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

College for Early Childhood Educators

910 Howe Ave., Sacramento, CA 95825
 Phone: 916-921-2400 Fax: 916-921-2581

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Professional Child Care Specialist

Objective: *Preschool Teacher, Profess. Nannie, Day Care Owner*
 Approximate Cost to Complete: \$7,900
 Average Time to Complete: 36-44 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults

CompuVista Business Institute

1833 Howe Ave., Suite A, Sacramento, CA 95825
 Phone: 916-922-2000 Fax: 916-922-2077

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Computer Office Specialist

Objective: *Administrative Assistant, Accounting Clerk*
 Approximate Cost to Complete: \$4,000
 Average Time to Complete: 4 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

CompuVista Business Institute--continued

Micro Computer Operations

Objective: *Computer Operator*
 Approximate Cost to Complete: \$2,500
 Average Time to Complete: 3 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Network Administrator

Objective: *Computer Network Administrator*
 Approximate Cost to Complete: \$2,400
 Average Time to Complete: 2 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Network Engineer

Objective: *Computer Network Engineer*
 Approximate Cost to Complete: \$7,000
 Average Time to Complete: 6 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Software Analyst

Objective: *Software/Programmer Analyst, PC Systems Manager*
 Approximate Cost to Complete: \$4,300
 Average Time to Complete: 6 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Construction Plus Training

8350 Auburn Blvd. Suite 105, Citrus Heights, CA 95610
 Phone: 916-721-0264 Fax: 916-721-8755

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Construction Estimating

Objective: *Construction Estimator*
 Approximate Cost to Complete: \$5,285
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Cook School of Real Estate

4305 Freeport Blvd., Sacramento, CA 95822
 Phone: 916-451-6702 Fax: 916-451-2754

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Real Estate License Preparation

Objective: *Real Estate Sales*
 Approximate Cost to Complete: \$150
 Average Time to Complete: 2 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults

Cosumnes River College

8401 Center Parkway, Sacramento, CA 95823

Phone: 916-688-7451 Fax: 916-688-7349

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	Yes

Note: Associate Degree programs usually require 60 units, or two years (four semesters), of study for full-time students. Certificate programs generally require two to four semesters to complete, depending on the program (and the student). The average tuition cost is \$195 per semester.

Degree Programs Offered:

Administration of Justice
 Art
 Automotive Mechanics Technology
 Building Inspection Technology
 Business
 Communication Media
 Computer Information Science
 Construction Management
 Construction Supervision/Inspection
 Drafting Technology
 Early Childhood Education
 Environmental Design
 Environmental Technology
 Fire Technology
 Food Service Production and Control
 General Education
 Health Information Technology
 Horticulture
 Human Services
 Interdisciplinary Studies
 Medical Assisting
 Music
 Real Estate

Science and Mathematics, General
 Social Science
 Theater Arts
 Veterinary Technology

Certificate Programs Offered:

Administration of Justice

Objective: Correctional Officer
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Architectural Technology

Objective: Call for Info.
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Automotive Mechanics Technology (various programs)

Objective: Automotive Technician
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Building Inspection Technology

Objective: Building Inspector
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Business: Accounting

Objective: Accounting Clerk
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 9 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Cosumnes River College--continued

Business: Accounting (Advanced)

Objective: *Accounting Clerk*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Business: Accounting/Computer Applications

Objective: *Accounting Clerk*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Business: Small Business Management/Entrepreneurship

Objective: *Small Business Manager/Owner*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Communication Media: Desktop Publishing

Objective: *Graphic Arts Designer*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Communication Media: Portrait/Wedding/Promotional Photography

Objective: *Photographer*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Computer Information Science (various programs)

Objective: *Computer Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 1-4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Construction Management Technology

Objective: *Cost Estimator*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Construction Supervision and Inspection

Objective: *Construction Inspector*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Desktop Publishing

Objective: *Desktop Publisher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Drafting Technology

Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Environmental Design: Construction

Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Cosumnes River College--continued

Environmental Design: Drafting

Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Environmental Design: Interior Design

Objective: *Interior Designer*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Environmental Design: Landscape Design

Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Environmental Design: Landscape Maintenance

Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Environmental Technology

Objective: *Hazardous Materials Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Fire Technology

Objective: *Firefighter*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Food Service Production and Control

Objective: *Restaurant Manager*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Food Service Production and Control: Cooking/Supervision

Objective: *Restaurant Cook*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Information Systems Management

Objective: *Call for Info.*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Horticulture: Landscape Industry

Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Horticulture: Nursery Industry

Objective: *Nursery Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Human Services: General

Objective: *Human Service Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Cosumnes River College--continued

Human Services: Gerontology

Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Medical Assisting

Objective: *Medical Assistant*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Medical Assisting: Administration/Transcribing

Objective: *Medical Secretary, Medical Transcriptionist*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Medical Assisting: Clinical

Objective: *Medical Assistant*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Medical Assisting: Health Services Clerk

Objective: *Medical Assistant*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Office Assistant: Data Entry or Info. Processing

Objective: *Data Entry, Receptionist*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4-10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Real Estate

Objective: *Real Estate Agent/Broker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Telecommunications Technology

Objective: *Call for Info.*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Television Production

Objective: *Call for Info.*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Welding

Objective: *Welder*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Cosumnes River College-El Dorado Center

6699 Campus Drive, Placerville, CA 95667

Phone: 916-642-5644 Fax: 916-642-5601

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	N/A
On-Site Child Care:	N/A	GED Assistance:	N/A

Cosumnes River College-El Dorado Center--continued

Note: Associate Degree programs usually require 60 units, or two years (four semesters), of study for full-time students. Certificate programs generally require two to four semesters to complete, depending on the program (and the student). The average tuition cost is \$195 per semester.

Degree Programs Offered:

Accounting
Administration of Justice
Administrative Assistant/Office Administration
Art
Business
Communications Media
Computer Information Science
Early Childhood Education
Human Services
Journalism
Real Estate

Certificate Programs Offered:

Accounting

Objective: *Account Clerk, Accounting Technician, Accountant Trainee*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 4-6 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Administration of Justice

Objective: *Correctional Officer*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 4-6 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Administrative Assistant/Office Administration

Objective: *Data Entry Clerk, Office Assistant, Clerk*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 4-6 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Business

Objective: *Account Executive, Analyst, Banking Occupations*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 4-6 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Communications Media

Objective: *Public Information Officer, Community Relations Specialist*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 4-6 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Computer Information Science

Objective: *Computer Operator, Applications Software Specialist*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 4-6 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Early Childhood Education

Objective: *Preschool Teacher, Infant Care Teacher, Day Care Provider*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 4-6 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Human Services

Objective: *Peer Support Group Facilitator, Youth Group Home Worker*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 4-6 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Journalism

Objective: *Script Writer, Copy Writer, Journalist, Newspaper Reporter*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 4-6 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Cosumnes River College-El Dorado Center--continued

Real Estate

Objective: *Real Estate Agent, Real Estate Broker, Real Estate Appraiser*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4-6 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

D-Q University

County Road 31 Near Road 95, Davis, CA 95617
 Phone: 916-758-0470 Fax: 916-758-4891

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Degree Programs Offered:

Appropriate Technology
 Business
 Computer Science
 Indigenous Studies
 Native American Fine Arts
 Social Science

Certificate Programs Offered:

Appropriate Technology

Objective: *Solar Energy Construction*
 Approximate Cost to Complete: \$1,900 sem.
 Average Time to Complete: 18 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Computer Science

Objective: *Word Processor, Data Entry, Computer Programmer*
 Approximate Cost to Complete: \$1,900 sem.
 Average Time to Complete: 18 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Dolphin Swim School & Scuba Diving Center

1530 El Camino Ave., Sacramento, CA 95815
 Phone: 916-929-8188 Fax: 916-929-3528

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Instructor Development Course

Objective: *Scuba Diving Instructor, Recreational*
 Approximate Cost to Complete: \$2,500
 Average Time to Complete: 9-12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Swim Instructor

Objective: *Swim Instructor, Recreational*
 Approximate Cost to Complete: \$2,100
 Average Time to Complete: 6-12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Drywall/Lathing JATC

23217 Kidder Street, Hayward, CA 94545
Phone: 510-785-5885 Fax: 510-785-4434

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Drywall/ Lathing

Objective: *Drywall/Lathing*
Approximate Cost to Complete: union dues and tools
Average Time to Complete: 4 years

EBM Business Institute

6024-C San Juan Ave., Citrus Heights, CA 95610
Phone: 916-969-9514 Fax: 916-723-4822

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Medical Terminology

Objective: *Medical Billing/Insurance Clerk, Hospital Admissions*
Approximate Cost to Complete: \$300
Average Time to Complete: 4 weeks
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Microcomputer Operations

Objective: *Word Processor, Data Entry Clerk, Secretary*
Approximate Cost to Complete: \$2,400
Average Time to Complete: 4 months (separate modules available)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Elayan Dental Lab Institute

4433 Euclid Ave., Sacramento, CA 95822
Phone: 916-451-8100 Fax: 916-444-5748

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Dental Lab Technician

Objective: *Dental Technician*
Approximate Cost to Complete: \$4,500
Average Time to Complete: 16 weeks
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Elite Academy

5522 Garfield Ave., Sacramento, CA 95821
Phone: 916-338-1885 Fax: 916-338-1898

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Cosmetology

Objective: *Cosmetologist*
Approximate Cost to Complete: \$7,325
Average Time to Complete: 1600 hours
Open Entry-Open Exit? no
Program Entry Requirements: high school graduates

Embry-Riddle Aeronautical University

5146 Arnold Ave., Suite 2, McClellan AFB, CA 95652
Phone: 916-920-9620 Fax: 916-920-1336

Degree Programs Offered:

Aeronautical Science (Graduate)
Aviation Business Administration (Undergraduate)
Aviation Maintenance Management (Undergraduate)
Business Administration (Graduate)
Management of Technical Operations (Undergraduate)
Professional Aeronautics (Undergraduate)

Executive Flyers

6151 Freeport Blvd., Suite 151, Sacramento, CA 95822
Phone: 916-427-1888 Fax: 916-427-1881

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Licensing Programs Offered:

Airline Transport Pilot-Single Engine

Objective: *Airline Pilot*
Approximate Cost to Complete: \$2,000
Average Time to Complete: 2 months
Open Entry-Open Exit? yes
Program Entry Requirements: commercial pilot's license

Certified Flight Instructor-Airplane

Objective: *Flight Instructor*
Approximate Cost to Complete: \$3,200
Average Time to Complete: 2 months
Open Entry-Open Exit? yes
Program Entry Requirements: commercial pilot's license

Certified Flight Instructor/Instrument-Airplane

Objective: *Flight Instructor*
Approximate Cost to Complete: \$2,900
Average Time to Complete: 2 months
Open Entry-Open Exit? yes
Program Entry Requirements: commercial pilot's license

Commercial Pilot-Airplane

Objective: *Commercial Pilot*
Approximate Cost to Complete: \$8,400
Average Time to Complete: 3-6 months
Open Entry-Open Exit? yes
Program Entry Requirements: private license + instrument rating

Executive Flyers--continued

Instrument Rating-Airplane

Objective: *Pilot*
 Approximate Cost to Complete: \$3,400
 Average Time to Complete: 2-3 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: private pilot license

Private Pilot-Airplane License

Objective: *Private Pilot*
 Approximate Cost to Complete: \$3,500
 Average Time to Complete: 3-4 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: 17 years or older

Federico College of Hairstyling

2100 Arden Way Suite 265, Sacramento, CA 95825
 Phone: 916-929-4242 Fax: 916-929-5033

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Certified Massage Practitioner

Objective: *Massage Technician*
 Approximate Cost to Complete: \$1,000
 Average Time to Complete: 2 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Cosmetology

Objective: *Cosmetologist, Facialist, Manicurist*
 Approximate Cost to Complete: \$8,000 + books and tools
 Average Time to Complete: 10-18 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Esthetician

Objective: *Facialist*
 Approximate Cost to Complete: \$4,320 + books and tools
 Average Time to Complete: 20-30 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Manicuring

Objective: *Nail Technician*
 Approximate Cost to Complete: \$1,500
 Average Time to Complete: 9 weeks(full), 15 weeks(part)
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Field Ironworkers Apprentice Training Program

2840 El Centro Rd., Sacramento, CA 95833
 Phone: 916-927-9073 Fax: 916-927-9075

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Field Ironworkers Apprentice Training--continued

Apprenticeship Program Offered:

Field Ironworkers Apprentice Training ProgramObjective: *Ironworker, Structural Reinforcer, Welder, Rigger*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 3 years

Folsom-Cordova Adult Education

10850 Gadsten Way, Rancho Cordova, CA 95670

Phone: 916-635-6810 Fax: 916-635-0905

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Certificate Programs Offered:

AccountingObjective: *Account Clerk, Bookkeeper*

Approximate Cost to Complete: \$10 + \$30/Lab Fee

Average Time to Complete: 10 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Computer Operator, Business ApplicationsObjective: *Clerical Occupations*

Approximate Cost to Complete: \$10 + \$30/Lab Fee

Average Time to Complete: 10 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Computer Operator, Introduction to WindowsObjective: *Basic Clerical*

Approximate Cost to Complete: \$10 + \$30/Lab Fee

Average Time to Complete: 10 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Computer Operator, Keyboarding/Ten KeyObjective: *Clerk Typist, Office Assistant, File Clerk, Receptionist*

Approximate Cost to Complete: \$10 + \$30/Lab Fee

Average Time to Complete: 10 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Golden & Sons Unibody and Refinishing School

11353 Sunrise Gold Circle, Suite A, Rancho Cordova, CA 95742

Phone: 916-631-4211 Fax: 916-631-4261

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Air Conditioning Service and RepairObjective: *Automobile Air Conditioning Service Technician*

Approximate Cost to Complete: \$2,200

Average Time to Complete: 10 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Unibody and Refinishing ApprenticeshipObjective: *Painter Helper, Frame and Body Helper*

Approximate Cost to Complete: \$2,400

Average Time to Complete: 8 weeks (days), 14 weeks (evenings)

Open Entry-Open Exit? no

Program Entry Requirements: adults

Golden Gate University

3620 Northgate Blvd., Sacramento, CA 95834

Phone: 916-648-1446

Degree Programs Offered:

Accounting (Undergraduate)
 Business Administration (Undergraduate)
 Computer Information Systems (Undergraduate)
 Computer Information Systems (Graduate)
 Executive (Graduate)
 Finance (Graduate)
 Healthcare Management (Graduate)
 Human Resources Management (Graduate)
 Human Relations (Undergraduate)
 Management (Graduate)
 Marketing (Graduate)
 Operations Management (Graduate)
 Organizational Behavior and Development (Graduate)
 Public Administration (Graduate)
 Taxation (Graduate)
 Technology Management (Undergraduate)
 Telecommunications (Graduate)

Goodwill Industries of Sacramento Valley

6648 Franklin Blvd., Sacramento, CA 95823

Phone: 916-395-9016 Fax: 916-395-9011

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	No	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Certificate Programs Offered:

Clerical Training

Objective: *Office Assistant, Office Clerk, File Clerk, Receptionist*

Approximate Cost to Complete: none

Average Time to Complete: 5-15 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults w/disability

Custodial Training

Objective: *Custodian/Janitor, Floor Care*

Approximate Cost to Complete: none

Average Time to Complete: 10-14 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults w/disability

VICTORI Program

Objective: *Depends on Consumer's Interests*

Approximate Cost to Complete: none

Average Time to Complete: 3-12 months

Open Entry-Open Exit? no

Program Entry Requirements: adults w/disability

Word Processing

Objective: *Data Entry, Word Processor*

Approximate Cost to Complete: none

Average Time to Complete: 13-15 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults w/disability

Grant Adult & Community Education

577 Las Palmas, Sacramento, CA 95815

Phone: 916-263-6532 Fax: 916-263-6460

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	Yes

Grant Adult & Community Education--continued

Certificate Programs Offered:

Accounting Clerk

Objective: *Accounting Clerk*
 Approximate Cost to Complete: \$20 + books
 Average Time to Complete: 24 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Training Site Location: Campos Verdes and District Skills Center

Certified Nursing Assistant

Objective: *Certified Nursing Assistant*
 Approximate Cost to Complete: \$200
 Average Time to Complete: 9 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Training Site Location: Campos Verdes Center

Gen. Office Clerk/Receptionist

Objective: *General Office Clerk, Receptionist*
 Approximate Cost to Complete: \$20 + books
 Average Time to Complete: 18 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Training Site Location: Campos Verdes and District Skills Center

Licensed Vocational Nurse

Objective: *Licensed Vocational Nurse*
 Approximate Cost to Complete: \$3,350
 Average Time to Complete: 23 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Training Site Location: Campos Verdes Center

Medical Assistant

Objective: *Medical Assistant*
 Approximate Cost to Complete: \$1,250
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Training Site Location: Campos Verdes Center

H & R Block Tax School

431 Cleveland St., Woodland, CA 95695
 Phone: 916-666-0101 Fax: 916-666-1328

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Basic Income Tax Preparation

Objective: *Income Tax Preparer*
 Approximate Cost to Complete: \$295
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Hazardous Environmental Education Services

5524 Assembly Court Suite 39, Sacramento, CA 95823
 Phone: 916-395-4119 Fax: 916-395-4103

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Asbestos and Lead Training

Objective: *Asbestos and Lead Removal Worker*
 Approximate Cost to Complete: \$2,050
 Average Time to Complete: 32 hours
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults

Heald Business College

2910 Prospect Park Dr., Rancho Cordova, CA 95670
Phone: 916-638-1616 Fax: 916-853-8282

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Certificate and Degree Programs Offered:

Accounting

Objective: *Accounting, Bookkeeping*
Approximate Cost to Complete: \$1,950 per quarter
Average Time to Complete: 4 or 6 quarters
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Computer Business Administration

Objective: *Business Administration*
Approximate Cost to Complete: \$1,950 per quarter
Average Time to Complete: 4 or 6 quarters
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Computer Office Administration

Objective: *Office Manager*
Approximate Cost to Complete: \$1,950 per quarter
Average Time to Complete: 4 or 6 quarters
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Legal Office Administration

Objective: *Legal Secretary, Legal Office Administrative Assistant*
Approximate Cost to Complete: \$1,950 per quarter
Average Time to Complete: 4 or 6 quarters
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Medical Office Administration

Objective: *Medical Office Administrative/Front Office Assistant*
Approximate Cost to Complete: \$1,950 per quarter
Average Time to Complete: 4 or 6 quarters
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Heald Institute of Technology

3737 Marconi Ave., Sacramento, CA 95621
Phone: 916-972-0999 Fax: 916-972-0993

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Certificate and Degree Programs Offered:

Certified Netware Administrator

Objective: *LAN/WAN Administrator*
Approximate Cost to Complete: \$2,000
Average Time to Complete: 12 weeks
Open Entry-Open Exit? yes
Program Entry Requirements: high school /GED + Comp. Tech.Degree

Certified Netware Engineer

Objective: *LAN/WAN Engineer*
Approximate Cost to Complete: \$2,000
Average Time to Complete: 12 weeks
Open Entry-Open Exit? yes
Program Entry Requirements: Certified Netware Administrator

Certified Service Technician

Objective: *Computer Technician, Electronics Technician*
Approximate Cost to Complete: \$8,400
Average Time to Complete: 12 months
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Heald Institute of Technology--continued

Electronic Service TechnicianObjective: *Computer Technician, Electronics Technician*

Approximate Cost to Complete: \$9,600 certificate, \$14,400 degree

Average Time to Complete: 12 months certificate/18 months degree

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Electronics TechnologyObjective: *Field Service Tech., Bio-Medical Tech, Robotics Tech.*

Approximate Cost to Complete: \$12,600

Average Time to Complete: 18 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Network TechnologyObjective: *Network Technician*

Approximate Cost to Complete: \$15,100

Average Time to Complete: 24 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Healing Arts Institute

112 Douglas Blvd., Roseville, CA 95678

Phone: 916-782-1275

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Massage Therapy TrainingObjective: *Certified Massage Therapist*

Approximate Cost to Complete: \$967

Average Time to Complete: 3-5 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Acupressure Massage TrainingObjective: *Acupressure Massage Therapist*

Approximate Cost to Complete: \$1,148

Average Time to Complete: 4 months

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

High-Tech Institute Medical Careers

1111 Howe Ave. #250, Sacramento, CA 95825

Phone: 916-929-9700 Fax: 916-929-9703

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Dental AssistingObjective: *Dental Assistant*

Approximate Cost to Complete: \$6,325

Average Time to Complete: 8 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

High-Tech Institute Medical Careers--continued

Hospital Unit CoordinatorObjective: *Hospital Unit Coordinator*

Approximate Cost to Complete: \$6,025

Average Time to Complete: 7 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Medical AssistingObjective: *Medical Assistant*

Approximate Cost to Complete: \$6,250

Average Time to Complete: 7 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Surgical TechnologistObjective: *Surgical Technician*

Approximate Cost to Complete: \$13,025

Average Time to Complete: 13 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

X-Ray TechnicianObjective: *X-Ray Technician*

Approximate Cost to Complete: \$9,025

Average Time to Complete: 10 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Humphreys College

11344 Coloma Rd., Suite 605, Gold River, CA 95670

Phone: 916-635-3996 Fax: 916-635-7105

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate and Degree Programs Offered:

Accounting ClerkObjective: *Accounts Receivable/Payable, Accounting Clerk*

Approximate Cost to Complete: \$5,880

Average Time to Complete: 9 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Court Reporting/StenographyObjective: *Court Reporter, Stenographer*

Approximate Cost to Complete: \$17,000-\$23,500

Average Time to Complete: 3-4 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Executive Administrative AssistantObjective: *Executive Assistant*

Approximate Cost to Complete: \$7,840

Average Time to Complete: 12 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Executive Office AdministrationObjective: *Executive Assistant, Professional Secretary*

Approximate Cost to Complete: \$15,680

Average Time to Complete: 2 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Legal Administrative AssistantObjective: *Legal Assistant, Legal Secretary*

Approximate Cost to Complete: \$7,840

Average Time to Complete: 12 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Legal Office AdministrationObjective: *Legal Assistant/Legal Secretary*

Approximate Cost to Complete: \$15,680

Average Time to Complete: 2 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Humphreys College--continued

Medical Administrative Assistant

Objective: *Medical Office Assistant/Secretary*
 Approximate Cost to Complete: \$7,840
 Average Time to Complete: 12 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Office Clerk

Objective: *Office Assistant*
 Approximate Cost to Complete: \$5,880
 Average Time to Complete: 9 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Office Update

Objective: *Office Assistant*
 Approximate Cost to Complete: \$3,920
 Average Time to Complete: 6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Paralegal Studies

Objective: *Paralegal, Legal Administrative Assistant*
 Approximate Cost to Complete: \$4,480
 Average Time to Complete: 12 months/part-time
 Open Entry-Open Exit? yes
 Program Entry Requirements: 60 sem./90 qtr. units or 2-3 yrs. work exp

Innovative Solutions

1320 National Drive, Sacramento, Can 95819
 Phone: 916-928-1700 Fax: 916-928-9309

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Certified Netware Administrator

Objective: *Local/Wide Area Network Administrators (LAN/WAN)*
 Approximate Cost to Complete: \$2,175
 Average Time to Complete: 2 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Certified Netware Engineer

Objective: *Netware Engineer*
 Approximate Cost to Complete: \$7,300
 Average Time to Complete: 6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Microsoft Certified Systems Engineer

Objective: *Computer Engineer, Network Administrator*
 Approximate Cost to Complete: \$8,600
 Average Time to Complete: 6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Institute of Therapeutic Massage

577 Madison Ave. #180, Sacramento, CA 95841
 Phone: 916-334-7393 Fax: 916-334-7393

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Institute of Therapeutic Massage--continued

Certificate Program Offered:

Advanced and Basic Massage TherapyObjective: *Certified Massage Therapist*

Approximate Cost to Complete: \$1,300-2,350

Average Time to Complete: 5-11 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Integrative Therapy School

3000 T Street, Sacramento, CA 95816

Phone: 916-739-8848 Fax: 916-739-0259

Are the following services provided?

Financial Aid/Assistance: No Disabled Student Services: Yes

Job Placement Assistance: No Learning Disabilities Pgm: No

Career Counseling: Yes Academic Advising: Yes

Career Assessment: Yes Tutorial Services: Yes

Public Transit Nearby: Yes ESL Courses: No

On-Site Child Care: No GED Assistance: No

Certificate Programs Offered:

Massage PractitionerObjective: *Massage Therapist*

Approximate Cost to Complete: \$1,200

Average Time to Complete: 3 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Massage TherapistObjective: *Massage Therapist*

Approximate Cost to Complete: \$4,500

Average Time to Complete: 15 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

ITT Technical Institute

9700 Goethe Rd., Sacramento, CA 95827

Phone: 916-366-3900 Fax: 916-366-9225

Are the following services provided?

Financial Aid/Assistance: Yes Disabled Student Services: No

Job Placement Assistance: Yes Learning Disabilities Pgm: No

Career Counseling: No Academic Advising: No

Career Assessment: No Tutorial Services: No

Public Transit Nearby: Yes ESL Courses: No

On-Site Child Care: No GED Assistance: No

Certificate and Degree Programs Offered:

Computer-Aided Drafting TechnologyObjective: *Computer Aided Drafting*

Approximate Cost to Complete: \$15,599

Average Time to Complete: 72 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Electronics Engineering TechnologyObjective: *Electrical Engineer Assistant, Instrumentation Tech.*

Approximate Cost to Complete: \$9,688

Average Time to Complete: 48 weeks

Open Entry-Open Exit? no

Program Entry Requirements: completion of AAS Degree in Electronics

Electronics Engineering TechnologyObjective: *Electronics Technician, Electronic Equipment Repairer*

Approximate Cost to Complete: \$17,690

Average Time to Complete: 96 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Ja'onna's Medical & Laboratory Skills Training

2950 Beacon Blvd., Suite 300, West Sacramento, CA 95928

Phone: 916-345-4248 Fax: 916-345-4248

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Medical and Laboratory Skills

Objective: *Lab Assistant, Phlebotomist, Para-Physical Ins Examiner*

Approximate Cost to Complete: \$2,800

Average Time to Complete: 16 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Training Site Location: 2950 Beacon Blvd., Sacramento

Jerrylee Beauty College

1550 Fulton Ave., Sacramento, CA 95821200/Whyte Ave., Roseville, CA 95661

Phone: 916-488-8870 Fax: 916-488-8872/Phone: 916-726-5577 Fax:

916-726-3213

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Cosmetology

Objective: *Cosmetologist*

Approximate Cost to Complete: \$5,275

Average Time to Complete: 10 months

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Manicurist

Objective: *Manicurist*

Approximate Cost to Complete: \$1,500

Average Time to Complete: 10 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Teacher Training

Objective: *Teacher for Cosmetology and Manicuring*

Approximate Cost to Complete: \$2,175

Average Time to Complete: 15 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: cosmetologists diploma

Joint Apprenticeship for Plumbing

8750 Younger Creek Dr., Sacramento, CA 95828

Phone: 916-383-1102 Fax: 916-383-3830

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No

Apprenticeship Program Offered:

Joint Apprenticeship for Plumbing

Objective: *Plumber, Pipefitter, Refrigeration Fitter*

Approximate Cost to Complete: union dues

Average Time to Complete: 5 years

Lake Tahoe Community College

One College Drive, South Lake Tahoe, CA 96150

Phone: 916-541-4660

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	Yes	GED Assistance:	No

Note: Associate Degree programs usually require 60 units, or two years (four semesters), of study for full-time students. Certificate programs generally require two to four semesters to complete, depending on the program (and the student). The average tuition cost is \$195 per semester.

Degree Programs Offered:

Business
Business Office Administration
Computer Studies
Criminal Justice
Early Childhood Education
Fire Science
Medical Office Assistant
Real Estate

Certificate Programs Offered:

Business

Objective: *Hotel/Restaurant Manager, Small Business Ownership*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 2 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Business Office Administration

Objective: *Office Administrator*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 2 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Computer Studies

Objective: *Computer Applications, Entry-Level Computer Programmer*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 2 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Criminal Justice

Objective: *Security Officer, Law Enforcement Occupations*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 2 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Early Childhood Education

Objective: *Child Care Aide/Assistant, Professional Day Care*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 2 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Fire Science

Objective: *Firefighter*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 2 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Legal Assistant

Objective: *Legal Assistant*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 2 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Medical Office Assistant

Objective: *Medical Front/Back Office Assistant*
Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
Average Time to Complete: 2 semesters
Open Entry-Open Exit? no
Program Entry Requirements: adults

Lake Tahoe Community College--continued

PhotographyObjective: *Entry-Level Commercial Photographer*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Real EstateObjective: *Real Estate Agent, Real Estate Broker*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Lincoln Law School of Sacramento

3140 J Street, Sacramento, CA 95816

Phone: 916-446-1275

Degree Program Offered:

Juris Doctorate Program

Lincoln Training Centers

2620 21st St., Sacramento, CA 95818

Phone: 916-452-5073 Fax: 916-452-9710

Are the following services provided?

Financial Aid/Assistance: No Disabled Student Services: Yes

Job Placement Assistance: Yes Learning Disabilities Pgm: Yes

Career Counseling: Yes Academic Advising: Yes

Career Assessment: Yes Tutorial Services: Yes

Public Transit Nearby: Yes ESL Courses: Yes

On-Site Child Care: No GED Assistance: Yes

Certificate Program Offered:

Clerical Vocational TrainingObjective: *Gen. Office Assistants, Word Processors*

Approximate Cost to Complete: varies (Free training through JTPA)

Average Time to Complete: 12-22 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Lorenzo Patino School of Law

1012 J Street, Sacramento, CA 95814

Phone: 916-447-7223 Fax: 916-447-3406

Degree Programs Offered:

Juris Doctorate Program

Paralegal Program

Lumblau Real Estate School

6716 Madison Ave., #4, Fair Oaks, CA 95628
Phone: 916-536-9766 Fax: 916-536-1666

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Real Estate Principles and License Preparation

Objective: *Real Estate Brokerage, Property Management, Lending*

Approximate Cost to Complete: \$249

Average Time to Complete: 6 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Lydia Reibel Floral Design School

990 Arden Way West, Sacramento, CA 95815
Phone: 916-925-2580

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Floral Design

Objective: *Retail Florist*

Approximate Cost to Complete: \$1,800

Average Time to Complete: 144 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

McGeorge School of Law/University of the Pacific

3200 5th Ave., Sacramento, CA 95817
Phone: 916-739-7191

Degree Program Offered:

Juris Doctorate Program

Millmen & Industrial Carpenters Union, Local #1618

10076-D Mills Station Rd., Sacramento, CA 95827
Phone: 209-474-5232

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Mill Cabinet Joint Apprenticeship

Objective: *Cabinetmaking, Finish Woodworking*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 4 years

Mind-Body Training Center

6929 Sunrise Blvd. Suite 107, Citrus Heights, CA 95610
Phone: 916-726-7860 Fax: 916-726-6889

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Clinical Hypnotherapy

Objective: *Clinical Hypnotherapist*
Approximate Cost to Complete: \$3,125
Average Time to Complete: 6 months
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Clinical Massage Practitioner

Objective: *Massage Therapist*
Approximate Cost to Complete: \$2,500
Average Time to Complete: 9 months
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Massage Practitioner

Objective: *Massage Therapist*
Approximate Cost to Complete: \$1,095
Average Time to Complete: 8 weeks
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Massage Therapist

Objective: *Massage Therapist*
Approximate Cost to Complete: \$4,125
Average Time to Complete: 18 months
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Moler Barber College

727 J St., Sacramento, CA 95814/2645 El Camino Ave., Sacramento, CA 95821
Phone: 916-441-0072 Fax: 916-482-1875/Phone: 916-482-0871 Fax: 916-482-1875

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Barbering/Hairstyling

Objective: *Barber*
Approximate Cost to Complete: \$3,750
Average Time to Complete: 1500 hours
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Cosmetologist/Crossover

Objective: *Barber*
Approximate Cost to Complete: \$1,115
Average Time to Complete: 400 hours
Open Entry-Open Exit? yes
Program Entry Requirements: cosmetologists

Montessori Teacher College Sacramento

1123 D Street, Sacramento, CA 95814
Phone: 916-44-49072 Fax: 916-444-7987

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Montessori Teacher College Sacramento--continued

Certificate Programs Offered:

Montessori Teacher-Early Childhood

Objective: *Montessori Teacher*
 Approximate Cost to Complete: \$3,160
 Average Time to Complete: 12 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Montessori Teacher-Infant/Toddler

Objective: *Montessori Teacher*
 Approximate Cost to Complete: \$2,160
 Average Time to Complete: 12 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

MTI Western Business College

5221 Madison Ave., Sacramento, CA 95841
 Phone: 916-339-1500 Fax: 916-339-0305

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate and Degree Programs Offered:

Accounting

Objective: *Accounting Clerk, Bookkeeper, Payroll Clerk*
 Approximate Cost to Complete: \$7,097
 Average Time to Complete: 9 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Administrative Assistant

Objective: *Secretary, Administrative Support*
 Approximate Cost to Complete: \$6,462
 Average Time to Complete: 7 ½ months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Application Development

Objective: *Computer Operations/Applications/Programming*
 Approximate Cost to Complete: \$13,580
 Average Time to Complete: 2 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Business Office Specialist

Objective: *General Office Worker, Word Processor*
 Approximate Cost to Complete: \$4,700
 Average Time to Complete: 6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Computer Programming

Objective: *Computer Programmer*
 Approximate Cost to Complete: \$6,070
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: completion of phase 1

Data Processing Specialist

Objective: *Data Processor, Data Entry*
 Approximate Cost to Complete: \$4,713
 Average Time to Complete: 6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Financial Accounting

Objective: *Computerized Accounting Cost Accounting*
 Approximate Cost to Complete: \$13,350
 Average Time to Complete: 2 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

MTI Western Business College--continued

Legal AssistantObjective: *Legal Assistant, Paralegal*

Approximate Cost to Complete: \$7,300-\$13,500

Average Time to Complete: 1-2 years

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Legal SecretaryObjective: *Legal Secretary*

Approximate Cost to Complete: \$7,060

Average Time to Complete: 9 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Legal SpecialistObjective: *Legal Secretary*

Approximate Cost to Complete: \$4,803

Average Time to Complete: 6 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Medical Office ManagementObjective: *Medical Secretary*

Approximate Cost to Complete: \$7,196

Average Time to Complete: 9 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Microcomputer OperationsObjective: *Computer Operator, Data Entry, Applications Specialist*

Approximate Cost to Complete: \$7,162

Average Time to Complete: 9 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Microsystems AdministrationObjective: *Network Administrator, Computer Operator/Installer*

Approximate Cost to Complete: \$13,600

Average Time to Complete: 2 years

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

My-Le's Beauty College

5972 Stockton Blvd., Sacramento, CA 95824

Phone: 916-422-0223 Fax: 916-422-0224

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:**Cosmetician**Objective: *Cosmetician, Skin Care Technician*

Approximate Cost to Complete: \$2,015

Average Time to Complete: 600 hours

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

CosmetologyObjective: *Hairdresser, Cosmetologist*

Approximate Cost to Complete: \$4,765

Average Time to Complete: 1600 hours

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

ManicuringObjective: *Manicurist, Nail Technician*

Approximate Cost to Complete: \$1,285

Average Time to Complete: 400 hours

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Teacher TraineeObjective: *Teacher*

Approximate Cost to Complete: \$1,900

Average Time to Complete: 600 hours

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

National Career Education

6060 Sunrise Vista Dr. #3000, Citrus Heights, CA 95610
Phone: 916-969-4900 Fax: 916-969-4904

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Chiropractic Assistant

Objective: *Chiropractic Assistant/Paraprofessional*
Approximate Cost to Complete: \$6,163
Average Time to Complete: 8 months
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Computer Network Technician

Objective: *Computer Technician, Specialist, Assembler*
Approximate Cost to Complete: \$6,165
Average Time to Complete: 8 months
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Laboratory Assistant

Objective: *Laboratory Assistant, EKG Technician, Phlebotomist*
Approximate Cost to Complete: \$6,165
Average Time to Complete: 8 months
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Medical Administrative Assistant

Objective: *Medical Secretary, Medical Reception, Medical Front Office*
Approximate Cost to Complete: \$6,194
Average Time to Complete: 8 months
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Medical Assistant

Objective: *Front Office Personnel, Medical Assistant*
Approximate Cost to Complete: \$6,216
Average Time to Complete: 8 months
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Medical Transcription

Objective: *Medical Transcriptionist*
Approximate Cost to Complete: \$6,142
Average Time to Complete: 8 months
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Optical/Optometric Assistant

Objective: *Optician, Optometric Assistant*
Approximate Cost to Complete: \$6,200
Average Time to Complete: 8 months
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

National Training Institute of California

4640 Northgate Blvd. Suite 120, Sacramento, CA 95834
Phone: 916-565-1522 Fax: 916-929-7602

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Computer Service Technician

Objective: *Field Service Technician, Config./Network Technician*
Approximate Cost to Complete: \$6,500
Average Time to Complete: 15 weeks
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

National Training Institute of California--continued

Electronic Equipment RepairObjective: *Office Machine Servicers, TV/VCR Repairer*

Approximate Cost to Complete: \$6,500

Average Time to Complete: 15 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Environmental TechnologyObjective: *Water Treatment Plant Operator, Haz-Mat Technician*

Approximate Cost to Complete: \$5,500

Average Time to Complete: 11 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

National University

9320 Tech Center Drive, Sacramento, CA 95826

Phone: 916-855-4211

Degree Programs Offered:

Accountancy (Undergraduate)
 Accountancy (Graduate)
 Associate of Arts (Undergraduate)
 Behavioral Science (Undergraduate)
 Business Administration (Graduate)
 Business Administration (Undergraduate)
 Computer Science (Undergraduate)
 Counseling Psychology (Graduate)
 Criminal Justice (Undergraduate)
 Educational Counseling (Graduate)
 Educational Administration (Graduate)
 Health Care Administration (Undergraduate)
 Health Care Administration (Graduate)
 Instructional Leadership (Graduate)
 Interdisciplinary Studies (Undergraduate)
 Management (Graduate)
 Special Education (Graduate)

Nevada Union Adult Education

340 Buena Vista, Grass Valley, CA 95945

Phone: 916-272-2643 Fax: 916-272-3422

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

ComputersObjective: *Entry-Level Computer Related Occupations*

Approximate Cost to Complete: \$110

Average Time to Complete: 2-9 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Computer Aided DraftingObjective: *Machine Drafter*

Approximate Cost to Complete: \$50-\$75

Average Time to Complete: 16 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Emergency Medical TechnicianObjective: *Paramedic*

Approximate Cost to Complete: \$100

Average Time to Complete: 3 ½ months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Furniture/Cabinet MakingObjective: *Furniture Maker, Cabinetmaker*

Approximate Cost to Complete: \$120

Average Time to Complete: 16-32 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Nevada Union Adult Education--continued

Welding

Objective: *Welding/Repair Mechanics*
 Approximate Cost to Complete: \$60-\$100
 Average Time to Complete: 16-32 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

New Directions Learning Center

2143 Hurley Way, Suite 220, Sacramento, CA 95825
 Phone: 916-927-1515 Fax: 916-927-4097

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Administrative Assistant

Objective: *Administrative Assistant, Secretary*
 Approximate Cost to Complete: \$4,960
 Average Time to Complete: 20 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, pass entrance exam

Billing Clerk (Medical/Dental office)

Objective: *Insurance Clerk, Medical Fee Clerk, Hosp. Admitting Clerk*
 Approximate Cost to Complete: \$4,125
 Average Time to Complete: 14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, pass entrance exam

Bookkeeper

Objective: *Bookkeeper, Accounting Clerk, Payroll Clerk*
 Approximate Cost to Complete: \$4,125
 Average Time to Complete: 14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, pass entrance exam

General Clerk

Objective: *Administrative Clerk, Receptionist*
 Approximate Cost to Complete: \$2,350
 Average Time to Complete: 8 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, pass entrance exam

Medical Receptionist

Objective: *Medical Receptionist, Medical Front Office*
 Approximate Cost to Complete: \$2,350
 Average Time to Complete: 8 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, pass entrance exam

Medical Transcribing

Objective: *Medical Transcriptionist, Medical Secretary*
 Approximate Cost to Complete: \$4,125
 Average Time to Complete: 14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, pass entrance exam

Unit Coordinator

Objective: *Unit Coordinator, Hospital Admitting Clerk*
 Approximate Cost to Complete: \$4,710
 Average Time to Complete: 16 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, pass entrance exam

Word processing Machine Operator

Objective: *Word Processing Machine Operator, Typist, Secretary*
 Approximate Cost to Complete: \$4,125
 Average Time to Complete: 14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, pass entrance exam

New Horizons Computer Learning Center

1111 Howe Ave. Suite 180, Sacramento, CA 95825

Phone: 916-649-2400 Fax: 916-641-6489

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Certified Novell Administrator

Objective: *Novell Administrator, Network Administrator*

Approximate Cost to Complete: \$5,602

Average Time to Complete: 10 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Microsoft Certified System Engineer

Objective: *Network Engineer*

Approximate Cost to Complete: \$8,900

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Novell Authorized Computer Network Engineer

Objective: *Network Engineer, Network Administrator*

Approximate Cost to Complete: \$7,995

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Office Automation

Objective: *Office Administrator*

Approximate Cost to Complete: \$4,400

Average Time to Complete: 8 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Northern California Training Institute

5255 Elkhorn Blvd., Sacramento, CA 95842

Phone: 916-348-4412 Fax: 916-348-4441

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Emergency Medical Technician-1

Objective: *Emergency Medical Technician*

Approximate Cost to Complete: \$975

Average Time to Complete: 8 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Paramedic

Objective: *Paramedic*

Approximate Cost to Complete: \$3,800

Average Time to Complete: 1-1 ½ years

Open Entry-Open Exit? no

Program Entry Requirements: must be an EMT-1

Northwestern California University

School of Law

1750 Howe Ave. Suite 535, Sacramento, CA 95825

Phone: 916-567-5921 Fax: 916-922-0418

Certificate and Degree Programs Offered:

Bachelor of Science-Law Degree
 Juris Doctorate Degree
 Legal Assistant Certificate Program
 Masters of Law
 Paralegal Certificate Program

Nursing Vocational School

9521 Folsom Blvd. Suite I, Sacramento, CA 95827

Phone: 916-364-7688

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Certified Nursing Assistant

Objective: *Certified Nursing Assistant*

Approximate Cost to Complete: \$695

Average Time to Complete: 20 days

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Home Health Aide

Objective: *Home Health Aide*

Approximate Cost to Complete: \$295

Average Time to Complete: 5 days

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Office Skills Center

9700 Business Park Dr. Suite 204, Sacramento, CA 95827

Phone: 916-363-7058 Fax: 916-363-7432

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Automated Office Specialist

Objective: *Clerical Occupations*

Approximate Cost to Complete: \$4,995

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Bookkeeper

Objective: *Accounts Receivable/Payable Clerk, Bookkeeper*

Approximate Cost to Complete: \$4,995

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Desktop Publishing

Objective: *Desktop Publisher*

Approximate Cost to Complete: \$4,995

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Medical Billing/Secretary

Objective: *Medical Biller, Medical Secretary*

Approximate Cost to Complete: \$4,995

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Microcomputer Operator

Objective: *Receptionist, General Clerk, Data Entry*

Approximate Cost to Complete: \$2,795

Average Time to Complete: 10 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Operating Engineers JAC

7388 Murietta Dr., Rancho Murietta, CA 95683

Phone: 916-354-2029 Fax: 916-354-1126

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Programs Offered:

Construction Equipment Operator

Objective: *Construction Equipment Operator*

Approximate Cost to Complete: union dues

Average Time to Complete: 6,400 hours

Crane Operator

Objective: *Crane Operator*

Approximate Cost to Complete: union dues

Average Time to Complete: 8,400 hours

Heavy Duty Repair Person

Objective: *Heavy Duty Repair*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 8,400 hours

Orange Grove Adult Education

4640 Orange Grove, Sacramento, CA 95841

Phone: 916-971-7399 Fax: 916-482-3540

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Orange Grove Adult School for the Dev. Disabled

Objective: *Food Service, Custodial, Gardening, Packaging*

Approximate Cost to Complete: N/A

Average Time to Complete: N/A

Open Entry-Open Exit? yes

Program Entry Requirements: developmentally disabled adults

Pacific Coast Horseshoeing School

9625 Florin Rd., Sacramento, CA 95829

Phone: 916-366-6064 Fax: 916-366-6618

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Farrier Science

Objective: *Farrier (Horseshoer)*

Approximate Cost to Complete: \$3,500

Average Time to Complete: 10 weeks

Open Entry-Open Exit? no

Program Entry Requirements: 16 years or older

Pacific Pet Grooming Institute

6241-2 Fair Oaks Blvd., Carmichael, CA 95608

Phone: 916-483-5826

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Professional Pet Groomer (includes Mgmt. and Bathing Courses)

Objective: *Pet Groomer, Veterinarian Assistant*

Approximate Cost to Complete: \$3,500

Average Time to Complete: 700 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Professional Pet Trainer

Objective: *Pet Trainer*

Approximate Cost to Complete: \$2,800

Average Time to Complete: 390 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Pacific Technical Institute

1325 Howe Ave., Suite 103, Sacramento, CA 95826

Phone: 916-564-8000 Fax: 916-564-8005

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Board Electronic Assembly Repair

Objective: *Soldering and Board Assembler*

Approximate Cost to Complete: \$5,310

Average Time to Complete: 13 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Computer Assembly Repair Technology

Objective: *Computer Assembler, Computer Repairer*

Approximate Cost to Complete: \$5,585

Average Time to Complete: 13 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Document Specialist Production Technology

Objective: *Litigation-Copy Reproduction Specialist*

Approximate Cost to Complete: \$5,585

Average Time to Complete: 8 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Electronic Office Equipment Repair Technology

Objective: *Copy Machine and Fax Repairer*

Approximate Cost to Complete: \$5,800

Average Time to Complete: 12 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Information Management and Design Technology

Objective: *Graphic Design, Admin. Assistant, Desktop Publishing*

Approximate Cost to Complete: \$5,900

Average Time to Complete: 13 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Information Management Technology

Objective: *Clerical Occupations*

Approximate Cost to Complete: \$2,840

Average Time to Complete: 10 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Pacific Technical Institute--continued

Medical Secretary/Receptionist/Billing ClerkObjective: *Medical Office Occupations*

Approximate Cost to Complete: \$4,630

Average Time to Complete: 16 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Professional Sales Training and CommunicationObjective: *Sales/Marketing/Account Representative positions*

Approximate Cost to Complete: \$3,700

Average Time to Complete: 8 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Painters and Tapers, Local #487

7125 Governor's Circle, Sacramento, CA 95823

Phone: 916-393-2742 Fax: 916-393-0244

Are the following services provided?

Financial Aid/Assistance: No Disabled Student Services: No

Job Placement Assistance: No Learning Disabilities Pgm: No

Career Counseling: Yes Academic Advising: No

Career Assessment: Yes Tutorial Services: No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status.

Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Programs Offered:

Painter and Decorating ApprenticeshipObjective: *Painter, Sand Blaster, Wall Coverer, Wood Furnisher*

Approximate Cost to Complete: union dues and initiation fee

Average Time to Complete: 4 years

TaperObjective: *Taper*

Approximate Cost to Complete: union dues

Average Time to Complete: 3 years

Passages Learning Center

3441 Arden Way, Sacramento, CA 95825

Phone: 916-974-6040 Fax: 916-974-6042

Are the following services provided?

Financial Aid/Assistance: No Disabled Student Services: No

Job Placement Assistance: No Learning Disabilities Pgm: No

Career Counseling: Yes Academic Advising: Yes

Career Assessment: No Tutorial Services: Yes

Public Transit Nearby: Yes ESL Courses: No

On-Site Child Care: No GED Assistance: No

Certificate Programs Offered:

HypnotherapistObjective: *Certified Clinical Hypnotherapist*

Approximate Cost to Complete: \$3,968

Average Time to Complete: 6 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Massage TechnicianObjective: *Massage Technician*

Approximate Cost to Complete: \$1,467

Average Time to Complete: 10-18 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Patterson Aviation Academy

6133 Freeport Blvd., Sacramento, CA 95822
Phone: 916-428-8292 Fax: 916-428-3032

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Professional Pilot Program

Objective: *Airline Pilot, Charter Pilot, Flight Instructor*
Approximate Cost to Complete: \$25,000
Average Time to Complete: 18 months
Open Entry-Open Exit? yes
Program Entry Requirements: adults

Paxton Trade Schools

8350 Auburn Blvd., Suite 125, Citrus Heights, CA 95610
Phone: 916-729-2636 Fax: 916-729-2686

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Advanced Automation

Objective: *PLC Programmer, Industrial/Electrical Technician*
Approximate Cost to Complete: \$4,250
Average Time to Complete: 18 weeks
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Industrial Technician/Machine Control

Objective: *Call for Info.*
Approximate Cost to Complete: \$4,250
Average Time to Complete: 18 weeks
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Industrial Technician/Networking

Objective: *Network Technician, Computer Service Technician*
Approximate Cost to Complete: \$4,250
Average Time to Complete: 18 weeks
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Residential/Industrial Electricity

Objective: *Apprentice Electrician*
Approximate Cost to Complete: \$4,250
Average Time to Complete: 18 weeks
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Phillips School of Massage

101 Broad Street, Nevada City, CA 95959
Phone: 916-265-4645 Fax: 916-265-4645

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Massage Therapy Program

Objective: *Certified Massage Therapist*
Approximate Cost to Complete: \$1,250-\$2,500
Average Time to Complete: 6 weeks
Open Entry-Open Exit? no
Program Entry Requirements: adults

Placer School for Adults

390 Finley Street, Auburn, CA 95603
Phone: 916-885-8585 Fax: 916-823-1406

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Certificate Programs Offered:

Accounting I

Objective: *Bookkeeper, Accounting Clerk*
Approximate Cost to Complete: \$60
Average Time to Complete: 3 months
Open Entry-Open Exit? no
Program Entry Requirements: adults

Automated Accounting/Quickbooks

Objective: *Bookkeeper, Accounting Clerk*
Approximate Cost to Complete: \$25
Average Time to Complete: 3 months
Open Entry-Open Exit? no
Program Entry Requirements: completion of Accounting I

Business Applications

Objective: *Entry-Level Business Occupations*
Approximate Cost to Complete: \$75 per class
Average Time to Complete: 8 classes/5 weeks ea.
Open Entry-Open Exit? no
Program Entry Requirements: adults

Hazardous Waste/Understanding MSDS

Objective: *Hazardous Waste Related Occupations*
Approximate Cost to Complete: \$120
Average Time to Complete: 48 hours
Open Entry-Open Exit? no
Program Entry Requirements: adults

Operating Systems

Objective: *Entry-Level Business Occupations*
Approximate Cost to Complete: \$75 per class
Average Time to Complete: 7 classes/5 weeks ea.
Open Entry-Open Exit? no
Program Entry Requirements: adults

Software Packages/Desktop

Objective: *Entry-Level Occupations in Newspaper and Publishing Companies*
Approximate Cost to Complete: \$75 per class
Average Time to Complete: 5 classes/5 weeks ea.
Open Entry-Open Exit? no
Program Entry Requirements: adults

Special Interest

Objective: *Internet, Graphics Presentation*
Approximate Cost to Complete: \$75 per class
Average Time to Complete: 4 classes/5 weeks ea.
Open Entry-Open Exit? no
Program Entry Requirements: adults

Welding

Objective: *Apprentice Welder*
Approximate Cost to Complete: \$90
Average Time to Complete: 3 months
Open Entry-Open Exit? no
Program Entry Requirements: adults

Woodworking

Objective: *Entry-Level Woodworking Occupations*
Approximate Cost to Complete: \$95
Average Time to Complete: 3 months
Open Entry-Open Exit? no
Program Entry Requirements: adults

Precision Technical Institute

5330 Power Inn Rd. Suite D, Sacramento, CA 95820
Phone: 916-386-8466 Fax: 916-386-8466

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

AutoCAD

Objective:	<i>AutoCAD Drafter</i>
Approximate Cost to Complete:	\$2,225/days, \$1,175/evenings
Average Time to Complete:	8 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED

AutoCAD(Advanced)

Objective:	<i>AutoCAD Drafter</i>
Approximate Cost to Complete:	\$1,275/days, \$925 evenings
Average Time to Complete:	4 weeks/days, 6 weeks evenings
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED

Civil Drafting

Objective:	<i>Civil Drafter</i>
Approximate Cost to Complete:	\$2,275
Average Time to Complete:	8 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED

Electro-Mechanical Drafting

Objective:	<i>Electro-Mechanical Drafter</i>
Approximate Cost to Complete:	\$2,275
Average Time to Complete:	8 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED

Mechanical Drafting

Objective:	<i>Mechanical Drafter</i>
Approximate Cost to Complete:	\$6,475
Average Time to Complete:	24 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED

Structural/Architectural Drafting

Objective:	<i>Structural/Architectural Drafter</i>
Approximate Cost to Complete:	\$2,275
Average Time to Complete:	8 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED

Professional School of Psychology

425 University Ave., Suite 201, Sacramento, CA 95825
Phone: 916-923-5537 Fax: 916-923-6298

Degree Programs Offered:

Clinical Psychology (Graduate)
Industrial and Organizational Psychology (Graduate)

Roofing Apprenticeship and Training

2840 El Centro Rd. Room 117, Sacramento, CA 95833
Phone: 916-646-6754 Fax: 916-924-8675

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Roofing Apprenticeship and Training--continued

Apprenticeship Program Offered:

Roofers Apprenticeship and Training

Objective: *Roofer*
 Approximate Cost to Complete: union dues and tools
 Average Time to Complete: 3 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Roseville Adult School

200 Branstetter Street, Roseville, CA 95678
 Phone: 916-782-3952

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Accounting Clerk/Computerized

Objective: *Accounting Assistant*
 Approximate Cost to Complete: \$210
 Average Time to Complete: 1 year
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Administrative Clerk

Objective: *Administrative Assistant*
 Approximate Cost to Complete: \$225
 Average Time to Complete: 1 year
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Cosmetologist/Esthetician

Objective: *Cosmetologist, Esthetician*
 Approximate Cost to Complete: \$75 per qtr.
 Average Time to Complete: 1600 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Small Business Ownership

Objective: *Small Business Owner*
 Approximate Cost to Complete: \$120
 Average Time to Complete: 1-1 ½ years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Rudolf Steiner College

9200 Fair Oaks Blvd., Fair Oaks, CA 95628
 Phone: 916-961-8727 Fax: 916-961-8731

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Waldorf School Teacher Training

Objective: *Waldorf School Teacher*
 Approximate Cost to Complete: \$15,500
 Average Time to Complete: 2 years (4 yrs. summer)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Sacramento Area Electrical JATC

2840 El Centro Rd. Suite 112, Sacramento, CA 95833

Phone: 916-646-6688 Fax: 916-646-0170

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Electrical Apprenticeship

Objective: *Construction Electrician*

Approximate Cost to Complete: books and tools (\$800-\$1,000)

Average Time to Complete: 5 years

Sacramento Area Plasterers JAC

1555 Overland Ct., West Sacramento, CA 95691

Phone: 916-371-7640 Fax: 916-371-7251

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Sacramento Plasterers Joint Apprenticeship

Objective: *Plasterer*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 4 years

Sacramento Automotive JAC

967 Venture Ct., Sacramento, CA 95825

Phone: 916-929-1040 Fax: 916-929-3794

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Automotive Apprenticeship Program

Objective: *Auto/Diesel Mechanic, Auto Painter, Auto Body*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 1-4 years

Sacramento Bricklayers, Local #3

7125 Governor's Circle, Sacramento, CA 95823

Phone: 916-424-0351 Fax: 916-424-5141

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Sacramento Bricklayers, Local #3--continued

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status.

Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Bricklaying Apprenticeship

Objective: *Bricklayer*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 4 years

Sacramento City College

3835 Freeport Blvd., Sacramento, CA 95822

Phone: 916-558-2568 Fax: 916-441-4142

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	Yes

Note: Associate Degree programs usually require 60 units, or two years (four semesters), of study for full-time students. Certificate programs generally require two to four semesters to complete, depending on the program (and the student). The average tuition cost is \$195 per semester.

Degree Programs Offered:

Accounting
Administrative Information Systems
Administration of Justice
Advertising
Art
Aviation Maintenance Technology

Bookkeeping and Office Management
Business
Communication: General Photography Option
Computer Information Science
Cosmetology
Dental Assisting
Dental Hygiene
Early Childhood Education
Electronics Technology
Electronics Facilities Maintenance
Engineering Design Technology
Ethnic Studies
Family and Consumer Science
Fine Arts
General Studies
Gerontology
Humanities
Industrial Technology
Instructional Assisting
Journalism
Languages and Literature
Library Technology
Management
Marketing
Mechanical Electrical Technology
Metals Industry Technology
Nursing (LVN Preparation)
Nursing (RN Preparation)
Occupational Therapy Assistant
Physical Education
Physical Therapist Assistant
Printing Technology
Real Estate
Science, Mathematics and Engineering
Social Science
Social Services Assisting
Theater Arts
Women's Studies

Sacramento City College--continued

Certificate Programs Offered:

AccountingObjective: *Bookkeeper, Accounting Technician*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Admin. Info. Systems: Administrative and Systems SpecialistObjective: *Business Occupations/Administrative Assistant*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Admin. Info. Systems: Administrative Support SpecialistObjective: *Business Occupation/Secretary*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Administration of Justice: Correctional ServicesObjective: *Correctional Officer*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Administration of Justice: Police ServicesObjective: *Police Officer, Sheriff's Deputy*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Administration of Justice: Private Security Services Mgmt.Objective: *Security Officer*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Aviation Maintenance Technician: Airframe and PowerplantObjective: *Aviation Mechanic*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Aviation Maintenance Technician: Airframe OptionObjective: *Aviation Airframe Mechanic*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Aviation Maintenance Technician: Powerplant OptionObjective: *Aviation Powerplant Mechanic*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Computer Information ScienceObjective: *Computer Programmer*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Computer Information Science: Management Info. SystemsObjective: *Microcomputer Applications*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Sacramento City College--continued

Cosmetology

Objective: *Cosmetologist*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Dental Assisting

Objective: *Dental Assistant*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education: Infant Care

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: See College Catalog
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education: Private Preschool Teacher

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education: Program Management

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 1-2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Education: School Age Child Care

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: See College Catalog
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Electric Vehicle Technician

Objective: *Electric Vehicle Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Electronics Technology: Automated Systems Technician

Objective: *Electronics Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Electronics Technology: Electronics Mechanic

Objective: *Electronics*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Electronics Technology: Telecommunications Technician

Objective: *Electronics Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Electronics Technology: Microcomputer Technician

Objective: *Computer Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Sacramento City College--continued

Engineering Design Technology

Objective: *Drafters, CAD Operators*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Gerontology

Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Graphics Communications: Design and Electronic Pre-Press

Objective: *Multi-Media Designer/Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Journalism: Publications Specialist

Objective: *Writer, Reporter, In-House Publication Specialist*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Library Technology

Objective: *Library Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Management

Objective: *Business Related Occupations, Supervision*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Mechanical Electrical Technology: HVAC

Objective: *HVAC Service Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Mechanical-Electrical Technology

Objective: *Engineering Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Metals Industry Technology

Objective: *Welder, Metals Fabricator*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Nursing (LVN Preparation)

Objective: *Licensed Vocational Nurses*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Printing Technology

Objective: *Press Operator, Pre-Press Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Printing Technology: Camera Operator

Objective: *Pre-Press Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Sacramento City College--continued

Printing Technology: Offset Press OperatorObjective: *Press Operator*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Printing Technology: Production EstimatorObjective: *Pre-Press Worker*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Real EstateObjective: *Real Estate Agent, Broker*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Recreational Vehicle Service TechnologyObjective: *Recreational Vehicle Maintenance Technician*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1-2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Social Services AssistingObjective: *Human Service Worker*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Survey TechnologyObjective: *Land Surveyor Technician*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Sacramento County Regional Occupational Programs (ROP)

10170 Missile Way, Mather AFB, CA 95655

Phone: 916-228-2230 Fax: 916-228-2459

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Note: In most cases, ROP programs are open to high school students and, if openings exist, to adults who are also local residents. ROP programs may be considered open entry-open exit, and may require fees for adults. Contact the ROP Career Center at 916-228-2721 for information.

Certificate Programs Offered:

Account Clerk/Computer AssistedObjective: *Account Clerk, Receptionist, Data Entry*

Average Time to Complete: 1 year

Training Site Location: 4 sites

Administration of JusticeObjective: *Law Enforcement, Security*

Average Time to Complete: 2 semesters

Training Site Location: 3 sites

Agriculture: Business Technology and Environmental StudiesObjective: *Agricultural Customer Service/Sales*

Average Time to Complete: 1 semester

Training Site Location: Delta High School, 52810 Netherlands Ave.

Agriculture: Mechanic (Advanced)Objective: *Welder, Mechanic, Painter, Designer*

Average Time to Complete: 1 year

Training Site Location: Galt High School

Sacramento County ROP--continued

Agriculture: Sales and Service

Objective: *Ag Sales Clerk, Vet .Assistant, Ag Production Worker*
 Average Time to Complete: 1 year
 Training Site Location: Elk Grove High School

Agriculture: Sales and Service/Animal Industry

Objective: *Veterinarian Assistant or Receptionist, Pet Store Clerk*
 Average Time to Complete: 9 months
 Training Site Location: Casa Roble High School-9151 Oak Ave.

Auto Body Painting and Repair

Objective: *Auto Body Repair Person, Auto Painter*
 Average Time to Complete: 1 semester
 Training Site Location: 3 sites

Auto Body Painting and Repair (Advanced)

Objective: *Auto Body Repair Person*
 Average Time to Complete: 1 semester
 Training Site Location: Mather AFB

Auto Mechanic Technician I

Objective: *Entry-Level Auto Mechanic*
 Average Time to Complete: 1-2 semesters
 Training Site Location: 8 sites

Auto Mechanic Technician II

Objective: *Emission Control Technician*
 Average Time to Complete: 144 hours
 Training Site Location: Mather AFB

Auto Mechanic Technician II, Engine Performance

Objective: *Entry-level Technician*
 Average Time to Complete: 270 hours
 Training Site Location: Mather AFB

Automotive Apprenticeship

Objective: *Automobile Technician Journeyman*
 Average Time to Complete: 4 years
 Training Site Location: Mather AFB

Bakery Academy

Objective: *Cake Decorator, Baker's Assistant*
 Average Time to Complete: 1 semester
 Training Site Location: San Juan High School

Banking and Financial Careers

Objective: *Customer Service Representatives*
 Average Time to Complete: 1 semester
 Training Site Location: Del Campo High School

Building and Maintenance

Objective: *Landscape Worker, Public Utilities Worker, Maintenance Worker*
 Average Time to Complete: 1 semester
 Training Site Location: ROP Workforce Preparation Building

Business Operations and Management

Objective: *Computerized Information Management Specialist*
 Average Time to Complete: 1 semester
 Training Site Location: 8 sites

Business Operations and Management: Finance

Objective: *Financial Technician, Records Clerk*
 Average Time to Complete: 1 semester
 Training Site Location: Florin High School

Business Operations and Management: Office Technology

Objective: *Office Occupations*
 Average Time to Complete: 1 year
 Training Site Location: Valley High School-6500 Erhardt Ave.

Careers With Children

Objective: *Day Care Aide/Teacher*
 Average Time to Complete: 1 semester
 Training Site Location: 7 sites

Central Service Technician-Hospital

Objective: *Certified Central Service Technician*
 Average Time to Complete: 20 weeks
 Training Site Location: El Camino Convalescent Hospital, 2540 Carmichael Way

Sacramento County ROP--continued

Chiropractic Assistant

Objective: *Chiropractic Assistant*
 Average Time to Complete: 1 semester
 Training Site Location: Roseville and Valley High Schools

Computer Applications

Objective: *Office Clerk, Word Processing Operator, Office Assistant*
 Average Time to Complete: 1 semester
 Training Site Location: Folsom High School, 715 Riley Street

Computer Assisted Design/Drafting

Objective: *Drafting, Architecture, System Managers*
 Average Time to Complete: 1 semester
 Training Site Location: 4 sites

Computer Graphics/Printing

Objective: *Computer Graphics/Printing*
 Average Time to Complete: 1 year
 Training Site Location: 5 sites

Computer Programming

Objective: *Computer Programmer/Operator*
 Average Time to Complete: 1 semester
 Training Site Location: contact Sacramento County ROP

Construction and Remodeling Skills

Objective: *Construction Worker*
 Average Time to Complete: 1 semester
 Training Site Location: 4 sites

Construction Management Technician I

Objective: *Construction Apprentice, Construction Worker*
 Average Time to Complete: 1 semester
 Training Site Location: 4411 Pell Street

Data Processing

Objective: *Office Clerk, Data Entry Clerk*
 Average Time to Complete: 1 semester
 Training Site Location: Galt High School

Dental Assistant

Objective: *Dental Assistant*
 Average Time to Complete: 1 semester
 Training Site Location: Palmiter High School-2040 Ethan Way

Dental Radiation Training and Safety

Objective: *Radiographic Operator*
 Average Time to Complete: 45 hours
 Training Site Location: Palmiter High School-2040 Ethan Way

Electronics Technology

Objective: *Computer and Electronic Service Technician, Electronics Assembler*
 Average Time to Complete: 1 semester
 Training Site Location: 2 sites

EMT, Emergency Medical Technician

Objective: *EMT 1*
 Average Time to Complete: 180 hours
 Training Site Location: Galt High School

Equipment Operator/ Maintenance and Repair

Objective: *Heavy Equip. Operator, Heavy Equipment Repairer*
 Average Time to Complete: 1 semester
 Training Site Location: Teichert Trade Center, 5304 Excelsior Rd.

Fabrics/Fashions

Objective: *Fabric/Fashion Sales*
 Average Time to Complete: 1 semester
 Training Site Location: Mira Loma High School, 4000 Edison Ave.

Fire Control Technician I

Objective: *Fire Fighter*
 Average Time to Complete: 1 semester
 Training Site Location: Highlands High School/Teichert Trade Ctr.

Floral Design and Merchandising

Objective: *Floral Designer*
 Average Time to Complete: 1 year
 Training Site Location: Florin High School

Food Service Occupations: Catering Specialities

Objective: *Food Preparation, Caterer, Waiter/Waitress*
 Average Time to Complete: 1 semester
 Training Site Location: 2 sites

Sacramento County ROP--continued

Food Service Related Occupations

Objective: *Waiter/Waitress, Busperson, Cashier*
 Average Time to Complete: 1-2 years
 Training Site Location: Estrillita and Rio Vista High Schools

Food Service Occupations: Restaurant and Commercial Food Prep.

Objective: *Cashier, Caterer Assistant*
 Average Time to Complete: 1 year
 Training Site Location: Estrellita H.S and Skills Center

Hazardous Materials Handling

Objective: *Hazardous Materials Handling*
 Average Time to Complete: 90 hours
 Training Site Location: Teichert Trade Center, 5304 Excelsior Rd.

Health Services Occupations

Objective: *Entry-Level Hospital Occupations*
 Average Time to Complete: 1 semester
 Training Site Location: 6 sites

Heating, Ventilation and Air Conditioning

Objective: *Heating and A.C. Service Tech., Stationary Engineer*
 Average Time to Complete: 1 semester
 Training Site Location: Mather AFB

Hospitality: Food Services Occupations

Objective: *Food Service Manager, Guest Services*
 Average Time to Complete: 1 semesters
 Training Site Location: 2 sites

Medical Assistant

Objective: *Medical Assistant*
 Average Time to Complete: 1 semester
 Training Site Location: Burbank and Roseville High Schools

Medical Insurance Billing/Coding

Objective: *Medical Insurance Billing/Coding Clerk*
 Average Time to Complete: 1 semester
 Training Site Location: C.K. McClatchy High School

Medical Terminology

Objective: *Prerequisite course for Medical Transcription*
 Average Time to Complete: 1 semester
 Training Site Location: 4 sites

Motorcycle and Recreation Vehicle Repair

Objective: *Motorcycle Mechanic, Small Engine Repair*
 Average Time to Complete: 1 semester
 Training Site Location: Highlands High School-6601 Guthrie Way

Nursery, Landscape and Grounds Maint.

Objective: *Floral Shop Designer/Nursery Sale/Landscape Design.*
 Average Time to Complete: 1 semester
 Training Site Location: Mather AFB

Nursing Assistant/Home Health Aide

Objective: *Nursing Assistant, Home Health Aide*
 Average Time to Complete: 1 semester
 Training Site Location: El Camino Hospital

Office Careers

Objective: *Receptionist, Clerk Typist, General Office Skills*
 Average Time to Complete: 1 year
 Training Site Location: 3 sites

Office Occupation: Developmentally Disadvantaged

Objective: *Office Assistant, File Clerk, General Receptionist*
 Average Time to Complete: 11 months
 Training Site Location: Palmiter High School-2040 Ethan Way

Office Occupations

Objective: *Secretary, Office Assistant, Receptionist*
 Average Time to Complete: 1 semester
 Training Site Location: Elk Grove High School

Office Occupations: Government Services

Objective: *Clerk/Receptionist, Office Assistant I*
 Average Time to Complete: 1 year
 Training Site Location: C.K. McClatchy High School

Office Occupations: Legal/Med. Secretary

Objective: *Legal Office Clerk/Typist, Medical Office*
 Average Time to Complete: 1 semester
 Training Site Location: Foothill and Rio Americano High Schools

Sacramento County ROP--continued

Office Occupations: Microcomputers, Term. and Use

Objective: *Data Entry, Word Processing, Office Assistant*
 Average Time to Complete: 1 semester
 Training Site Location: 3 sites

Office Occupations: Microcomputers, Terminology and Use

Objective: *Computer Operator, Office Assistant*
 Average Time to Complete: 45 hours
 Training Site Location: Palmiter High School-2040 Ethan Way

Office Occupations: Word Processing/Key Data Entry

Objective: *Word Processing, Data Entry, General Office*
 Average Time to Complete: 1 semester
 Training Site Location: 4 sites

Photography: Lab/Production Specialist

Objective: *Still Photographer, Photo Journalist*
 Average Time to Complete: 1 semester
 Training Site Location: C.K. McClatchy High School

Property Maintenance and Management

Objective: *Bldg. Maint., Construction Helper, Warehouse Person*
 Average Time to Complete: 1 semester
 Training Site Location: Rio Linda High School

Retail Sales and Merchandising Careers

Objective: *Cashier, Stock Clerk, Sales Associate*
 Average Time to Complete: 1 semester
 Training Site Location: 9 sites

Retailing: Home Improvement/Hardware

Objective: *Hardware Salesperson, Receiving Clerk*
 Average Time to Complete: 1 semester
 Training Site Location: San Juan High School

Small Business Mgmt./Entrepreneurship

Objective: *Small Business Ownership*
 Average Time to Complete: 90 hours
 Training Site Location: 950 Fulton Ave., #105

Sports Therapy and Fitness Technician

Objective: *Physical Therapy Aide, Fitness/Athletic Trainer*
 Average Time to Complete: 1 semester
 Training Site Location: 2 sites

Stage Technology

Objective: *Stage Hand, Lighting Technician, Audio Technician*
 Average Time to Complete: 1 semester
 Training Site Location: Sacramento High School-2315 34th Street

Television Occupations

Objective: *TV and Radio Production, Script Writing*
 Average Time to Complete: 1 semester
 Training Site Location: 3 sites

Travel and Tourism Careers

Objective: *Travel Agent, Airline Passenger Rep., Ramp Agent*
 Average Time to Complete: 1 semester
 Training Site Location: Natomas High School-2400 Unity Way

Woodworking Careers/Specialities

Objective: *Cabinetmaking*
 Average Time to Complete: 1 semester
 Training Site Location: Rio Linda and San Juan High Schools

Sacramento Executive Helicopters

6107 Freeport Blvd., Sacramento, CA 95624
 Phone: 916-424-9691 Fax: 916-424-0304

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	No

Sacramento Executive Helicopters--continued

Certificate Program Offered:

Helicopter Training Course (commercial)

Objective: *Commercial/Private Helicopter Pilot*
 Approximate Cost to Complete: \$28,000
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults

Sacramento Glaziers Joint Apprenticeship

2840 El Centro Rd., Room 103, Sacramento, CA 95833

Phone: 916-929-4233 Fax: 916-929-2140

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Sacramento Glaziers Joint Apprenticeship Program

Objective: *Glazier*
 Approximate Cost to Complete: union dues and tools
 Average Time to Complete: 4 years

Sacramento Mediation Center

225 30th Street Suite 208, Sacramento, CA 95816

Phone: 916-441-7979 Fax: 916-441-3645

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Basic Mediation Skills Training

Objective: *Various*
 Approximate Cost to Complete: \$425
 Average Time to Complete: 4 days
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates

Sacramento Valley Sheet Metal Apprenticeship

1624 Silica Ave., Sacramento, CA 95815

Phone: 916-922-9381 Fax: 916-922-3574

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Sacramento Valley Sheet Metal--continued

Apprenticeship Program Offered:

Sheet Metal Apprenticeship

Objective: *Sheet Metal and Service Tech.(heating and air cond.)*
 Approximate Cost to Complete: union dues and tools
 Average Time to Complete: 5 years

San Juan Adult Education-Career Training Institute

900 Morse Ave., Sacramento, CA 95864
 Phone: 916-971-7419 Fax: 916-482-8857

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Certificate Programs Offered:

Account Clerk/Bookkeeper

Objective: *Account Clerk, Bookkeeper*
 Approximate Cost to Complete: \$36 (days), \$30 (eve.)
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Computer Fundamentals

Objective: *Computer Operator*
 Approximate Cost to Complete: \$72 (days), \$60 (eve.) + books and supplies
 Average Time to Complete: 10 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: N/A

Computer Operator/Software Applications

Objective: *Word Processor*
 Approximate Cost to Complete: \$65 (days), \$ 60 (eve.) + books + supplies
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Computerized Accounting, Excel for Windows

Objective: *Accounts Payable Clerk*
 Approximate Cost to Complete: \$65 (days), \$60 (eve.)
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Cosmetology

Objective: *Hair Stylist*
 Approximate Cost to Complete: \$75 per quarter + supplies
 Average Time to Complete: 1600 hours
 Open entry-Open Exit? no
 Program Entry Requirements: adults

Financial Careers Certificate

Objective: *Entry Level Financial Sales and Service*
 Approximate Cost to Complete: \$275 + books/supplies
 Average Time to Complete: 24-36 weeks
 Open entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

General Office Certificate Program

Objective: *General Clerk, Clerk Typist*
 Approximate Cost to Complete: \$260 + books
 Average Time to Complete: 24 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Internet

Objective: *Varies*
 Approximate Cost to Complete: \$15
 Average Time to Complete: 5 weeks
 Open entry-Open Exit? no
 Program Entry Requirements: computer familiarity

San Juan Adult Education--continued

Introduction to Computerized Drafting (CAD)

Objective: *Drafting*
 Approximate Cost to Complete: \$60
 Average Time to Complete: 10 weeks
 Open entry-Open Exit? no
 Program Entry Requirements: computer familiarity

Medical Assisting Skills

Objective: *Medical Assistant*
 Approximate Cost to Complete: \$150 + books and \$20 lab fee
 Average Time to Complete: 18 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Medical Clerk

Objective: *Medical Clerk*
 Approximate Cost to Complete: \$239 + books
 Average Time to Complete: 24 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Medical Computerized Billing

Objective: *Insurance Biller*
 Approximate Cost to Complete: \$42 + books and supplies
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Medical Office Skills

Objective: *Medical Office Clerk*
 Approximate Cost to Complete: \$42 + books and supplies
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Medical Transcription, Beginning and Advanced Certificate

Objective: *Medical Transcriptionist*
 Approximate Cost to Complete: levels 1, 2 and 3 \$42 ea. + supplies
 Average Time to Complete: 24-36 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults; med. terminology/45 wpm typing

Microsoft Applications (Word, Excel, Access, Powerpoint)

Objective: *Office Clerk, Administrative Assistant*
 Approximate Cost to Complete: varies
 Average Time to Complete: 12 weeks each
 Open entry-Open Exit? no
 Program Entry Requirements: 30 wpm typing speed

Upholsterer

Objective: *Furniture Upholsterer*
 Approximate Cost to Complete: \$35 + \$10 lab fee + supplies
 Average Time to Complete: 10 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Sawyer College

8475 Jackson Rd., Sacramento, CA 95826
 Phone: 916-383-1909 Fax: 916-383-0541

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Certificate Programs Offered:**Administrative Assistant**

Objective: *Administrative Assistant, Clerical Assistant*
 Approximate Cost to Complete: \$6.050
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Business Computer Operations

Objective: *Accounting Office Occupations*
 Approximate Cost to Complete: \$5,360
 Average Time to Complete: 11 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Sawyer College--continued

Business Operations

Objective: *General Clerk, Reception., Credit/Billing/Data Entry*
 Approximate Cost to Complete: \$5,360
 Average Time to Complete: 6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Computer Applications

Objective: *Account/Bookkeeping Clerk, Computer Operator*
 Approximate Cost to Complete: \$6,050
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Computerized Accounting Clerk

Objective: *Accounting Clerk*
 Approximate Cost to Complete: \$4,075
 Average Time to Complete: 4 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Medical Administrative Assistant

Objective: *Medical Front Office Occupations*
 Approximate Cost to Complete: \$4,075
 Average Time to Complete: 5 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Medical Assisting

Objective: *Med. Assistant/Receptionist, Med. Clerk, Lab Assist.*
 Approximate Cost to Complete: \$6,050
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Medical Office Management

Objective: *Medical or Dental Office Manager*
 Approximate Cost to Complete: \$6,050
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Secretarial Science Program

Objective: *Business or Legal Office Occupations*
 Approximate Cost to Complete: \$6,050
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Sebastian Schaeffer Institute

4800 Manzanita Ave., Suite 8, Carmichael, CA 95608
 Phone: 916-488-5564 Fax: 916-988-6568

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Advanced Floral Design

Objective: *Floral Designer, Flower Shop Owner*
 Approximate Cost to Complete: \$1,070
 Average Time to Complete: 5 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Basic Floral Design

Objective: *Floral Designer, Flower Shop Owner*
 Approximate Cost to Complete: \$3,995
 Average Time to Complete: 8 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Sierra College

5000 Rocklin Rd., Rocklin, CA 95677

Phone: 916-624-3333 Fax: 916-781-0455

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	No

Note: Associate Degree programs usually require 60 units, or two years (four semesters), of study for full-time students. Certificate programs generally require two to four semesters to complete, depending on the program (and the student). The average tuition cost is \$195 per semester.

Degree Programs Offered:

Accounting
Administration of Justice
Agriculture, General
Agriculture, Suburban
Animal Husbandry
Apparel Design and Production
Art
Automotive Analysis
Biological Sciences
Business Administration
Business, General
Chemistry
Communication Studies
Computer Information Systems
Computer Integrated Electronics
Computer Science
Construction Technology
Design Drafting
Design Drafting, Computer-Aided Specialist
Early Childhood Development
Engineering
Environmental Horticulture
Equine Studies

Fashion Merchandising
Fire Technology
Food Service
Forestry
General Studies
Geology
Industrial Technology, General
Interior Design
Journalism, Technical
Liberal Arts
Management
Marketing
Metals and Manufacturing Technology
Mining
Music
Nursing, Registered
Nursing, Vocational
Office Technology
Photography
Real Estate
Teacher Aide

Certificate Programs Offered:

Agriculture, General

Objective: *Agricultural Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Agriculture, Suburban

Objective: *Agricultural Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Animal Husbandry

Objective: *Animal Health Technician*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Sierra College--continued

Apparel Design and Production

Objective: *Clothing Designer*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Automotive Analysis

Objective: *Automotive Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Computer Information Systems

Objective: *Computer Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Computer Integrated Electronics

Objective: *Computer Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Computer Science

Objective: *Computer Related Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Construction Technology

Objective: *Carpenter, Cabinetmaker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Design Drafting

Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Drafting, Computer-Aided

Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Early Childhood Development

Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Equine Studies

Objective: *Animal Health Technician*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Fashion Merchandising

Objective: *Retail Salesperson*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Fire Technology

Objective: *Firefighter*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Sierra College--continued

Food ServiceObjective: *Food Service Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

ForestryObjective: *Forestry Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Health SciencesObjective: *Health Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Horticulture: OrnamentalObjective: *Nursery Worker*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Human Environmental SciencesObjective: *Health Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

ManagementObjective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

MarketingObjective: *Sales Manager*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Metals and Manufacturing TechnologyObjective: *Assembler, Fabricator*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

MiningObjective: *Mining Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Nursing, VocationalObjective: *Licensed Vocational Nurses*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 3 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Office TechnologyObjective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

PhotographyObjective: *Photographer*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Sierra College--continued

Real EstateObjective: *Real Estate Agent*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Teacher AideObjective: *Teacher's Aide*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Sierra College-Nevada County Campus

250 Sierra College Drive, Grass Valley, CA 95945

Phone: 916-274-5300

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	N/A
Job Placement Assistance:	No	Learning Disabilities Pgm:	N/A
Career Counseling:	Yes	Academic Advising:	N/A
Career Assessment:	Yes	Tutorial Services:	N/A
Public Transit Nearby:	Yes	ESL Courses:	N/A
On-Site Child Care:	No	GED Assistance:	No

Note: Associate Degree programs usually require 60 units, or two years (four semesters), of study for full-time students. Certificate programs generally require two to four semesters to complete, depending on the program (and the student). The average tuition cost is \$195 per semester.

Degree Programs Offered:

Accounting
Administration of Justice
Business Administration
Communication Studies
Computer Integrated Electronics
Computer Science

Drafting, Computer-Aided
Drafting Technology
Early Childhood Education
Fire Technology
Forestry
Geology
Journalism, Technical
Management
Marketing
Nursing, Registered
Office Technology
Photography

Certificate Programs Offered:

Computer Integrated ElectronicsObjective: *Entry-Level Space Technology Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Computer ScienceObjective: *Computer Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Drafting, Computer AidedObjective: *Drafting Technician, Interior Designer*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Drafting TechnologyObjective: *Entry-Level Drafting Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Sierra College-Nevada County Campus--continued

Early Childhood Development

Objective: *Teacher Aide, Child care Worker, Pre-School Teacher*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Fire Technology

Objective: *Firefighter, Fire Service Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Forestry

Objective: *Forest Surveyor, Timber Management, Firefighter*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Management

Objective: *Entry-Level Management Occupations*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Marketing

Objective: *Merchandiser, Marketing Researcher, Advertising Sales*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Office Technology

Objective: *Executive Assistant, Medical Office Administrator*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Photography

Objective: *Photographer's Assistant*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Sierra Family Services

1240 High Street #14, Auburn, CA 95603
 Phone: 916-885-4632

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:**Office Skills and Computer Training**

Objective: *Bookkeeper, Office Clerk, Computer Operator*
 Approximate Cost to Complete: \$5,000
 Average Time to Complete: 8 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Sierra Hi-Tech

7144 Fair Oaks Blvd., Carmichael, CA 95608
 Phone: 916-488-8208 Fax: 916-488-9058

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Sierra Hi-Tech--continued

Certificate Programs Offered:

Computer Service TechnologyObjective: *Computer Service Technician*

Approximate Cost to Complete: \$5,495

Average Time to Complete: 15 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Drafting Fundamentals w/CADDObjective: *Drafter, CAD Drafter*

Approximate Cost to Complete: \$7,025

Average Time to Complete: 24 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Electronic Repair TechnologyObjective: *Electronic Technician, Computer Technician*

Approximate Cost to Complete: \$7,120

Average Time to Complete: 24 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Silva Technical Institute

1010 El Camino Ave., Sacramento, CA 95815

Phone: 916-685-1409

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Commercial Refrigeration/Air ConditioningObjective: *Commercial Refrigeration/Air Cond. Service Tech.*

Approximate Cost to Complete: \$8,700

Average Time to Complete: 6 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Skills & Business Education Center,
Sacramento City USD

2751 Stockton Blvd., Sacramento, CA 95817

Phone: 916-277-6632 Fax: 916-277-6374

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	Yes	GED Assistance:	Yes

Certificate Programs Offered:

Auto Body RepairerObjective: *Body/Fender Repair, Detail Finisher, Painter*

Approximate Cost to Complete: \$160

Average Time to Complete: 900 hours

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Automobile MechanicObjective: *Tune-up Spec., Smog Tech, Brake/Front End Specialist*

Approximate Cost to Complete: \$350

Average Time to Complete: 1080 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Skills & Business Education Center--continued

Business Occupations

Objective: *Clerk Typist, Word Processor, Account Clerk, Secretary*
 Approximate Cost to Complete: \$370
 Average Time to Complete: 900 hours
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Court Reporter

Objective: *Court Reporter, Deposition Reporter, Legal Secretary*
 Approximate Cost to Complete: \$150 per year
 Average Time to Complete: 2-3 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Custodial Training

Objective: *Custodian, Building Maintenance Worker, Janitor*
 Approximate Cost to Complete: \$52
 Average Time to Complete: 18 weeks (45 hrs)
 Open Entry-Open Exit? no
 Program Entry Requirements: basic math and reading skills

Diesel Mechanic

Objective: *Basic Diesel Repair Mechanic*
 Approximate Cost to Complete: \$40
 Average Time to Complete: 120 hrs
 Open Entry-Open Exit? no
 Program Entry Requirements: basic math and reading skills

Electronics Technician

Objective: *Computer Service Technician*
 Approximate Cost to Complete: \$300
 Average Time to Complete: 900 hours
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Heating/Air Conditioning Installer and Servicer

Objective: *Service Technician, Installer, Sales*
 Approximate Cost to Complete: \$280
 Average Time to Complete: 1080 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Landscape/Gardener

Objective: *Landscape Const./Maint. Workers, Nursery Workers*
 Approximate Cost to Complete: \$190
 Average Time to Complete: 780 hours
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Medical Assistant/Admin. Careers

Objective: *Front Office Medical Assistant, Medical Records Clerk*
 Approximate Cost to Complete: \$325
 Average Time to Complete: 780 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Printer/Desktop Publisher

Objective: *Press/Bindery Operator, Desk Top Publisher*
 Approximate Cost to Complete: \$305
 Average Time to Complete: 1170 hours
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Small Gasoline Engine Repair

Objective: *Boat and Lawn Mower Engine Repairer*
 Approximate Cost to Complete: \$40
 Average Time to Complete: 120 hrs
 Open Entry-Open Exit? no
 Program Entry Requirements: basic math and reading skills

Teacher Aide

Objective: *Instructional Aide, Teacher Aide*
 Approximate Cost to Complete: \$52
 Average Time to Complete: 18 weeks (100 hrs)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Solano School of Nursing-Sacramento Campus

2045 Hallmark Drive Suite #2, Sacramento, CA 95825
Phone: 916-564-1700 Fax: 916-564-8460

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Certified Nursing Assistant/Home Health Aide

Objective: *Certified Nursing Assistant, Home Health Aide*
Approximate Cost to Complete: \$785
Average Time to Complete: 4 weeks
Open Entry-Open Exit? no
Program Entry Requirements: adults

Stationary Engineers, Local #39

1620 North Market Blvd., Sacramento, CA 95834
Phone: 916-928-0399 Fax: 916-928-1216

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Stationary Engineers Apprenticeship

Objective: *Stationary Engineers*
Approximate Cost to Complete: union dues
Average Time to Complete: 4 years

Studio B Rug Designs

5824 Franklin Blvd., Sacramento, CA 95824
Phone: 916-399-1902 Fax: 916-399-1021

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Rug and Carpet Carving and Binding

Objective: *Custom Carpet Manufacturer and Designer*
Approximate Cost to Complete: \$5,800
Average Time to Complete: 40 hours
Open Entry-Open Exit? no
Program Entry Requirements: adults

Tile Layers, Local #3

7125 Governor's Circle, Sacramento, CA 95823
Phone: 916-424-0342 Fax: 916-424-5141

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Tile Layers, Local #3--continued

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Programs Offered:

Marble

Objective: *Marble Work*
 Approximate Cost to Complete: union dues and tools
 Average Time to Complete: 3 years

Terrazzo

Objective: *Terrazzo Work*
 Approximate Cost to Complete: union dues and tools
 Average Time to Complete: 3 years

Tile Finishers

Objective: *Tile Finisher*
 Approximate Cost to Complete: union dues and tools
 Average Time to Complete: 2 years

Tile Layers

Objective: *Tile Layer*
 Approximate Cost to Complete: union dues and tools
 Average Time to Complete: 3 years

Timberline Construction Education Center

8788 Greenback Lane, Suite 105, Orangevale, CA 95662
 Phone: 916-989-5580 Fax: 916-989-1662

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Building Inspection

Objective: *Building Inspector*
 Approximate Cost to Complete: \$6,822
 Average Time to Complete: 14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults w/construction background

Building Inspector (Off-Campus/At Home Study)

Objective: *Building Inspector*
 Approximate Cost to Complete: \$4800
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults w/construction background

Construction Estimating

Objective: *Construction Estimating*
 Approximate Cost to Complete: \$6,822
 Average Time to Complete: 14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults w/construction background

Construction Estimator (Off-Campus/At Home Study)

Objective: *Building Inspector*
 Approximate Cost to Complete: \$4800
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults w/construction background

Construction Project Management

Objective: *Project Manager*
 Approximate Cost to Complete: \$6,822
 Average Time to Complete: 14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults w/construction background

Construction Superintendent

Objective: *General Superintendent*
 Approximate Cost to Complete: \$6,822
 Average Time to Complete: 14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults w/construction background

Travel & Tourism Institute

101 El Camino Plaza, Sacramento, CA 95815
Phone: 916-922-5500 Fax: 916-927-0454

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Travel Agent Training

Objective: *Travel Agent*
Approximate Cost to Complete: \$1,495
Average Time to Complete: 8-17 weeks
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Trinity Life Bible College

5225 Hillsdale Blvd., Sacramento, CA 95842
Phone: 916-348-4689 Fax: 916-348-4681

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	Yes	GED Assistance:	No

Certificate and Degree Programs Offered:

Biblical Counseling

Objective: *Pastoral Counselor*
Approximate Cost to Complete: \$3,000
Average Time to Complete: 3 years
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED
Received Upon Completion: advanced certificate

Ministerial Arts

Objective: *Pastor, Minister*
Approximate Cost to Complete: \$5,900
Average Time to Complete: 2 years/days, 3 years/evenings
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED
Received Upon Completion: bachelor of arts degree

Music Ministry

Objective: *Pastor/Minister of Music or Worship*
Approximate Cost to Complete: \$9,000
Average Time to Complete: 3 years
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED
Received Upon Completion: bachelor of arts degree

Youth Ministry

Objective: *Youth Pastor*
Approximate Cost to Complete: \$1,500
Average Time to Complete: 2 years
Open Entry-Open Exit? yes
Program Entry Requirements: adults and high school graduates/GED
Received Upon Completion: certificate

Truck Driving Academy

5711 Florin Perkins, Sacramento, CA 95828
Phone: 916-381-2285 Fax: 916-381-4359

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Commercial Driver's License Prep Course

Objective: *Truck Driver, Heavy or Light*
Approximate Cost to Complete: \$2,900
Average Time to Complete: 10 weeks
Open Entry-Open Exit? no
Program Entry Requirements: adults w/clean DMV

Truck Driver Training

Objective: *Truck Driver, Heavy or Light*
Approximate Cost to Complete: \$4,290
Average Time to Complete: 8 weeks (days), 16 weeks (eve.)
Open Entry-Open Exit? no
Program Entry Requirements: adults w/clean DMV

Union Institute

3604 Fair Oaks Blvd., Suite 250, Sacramento, CA 95864
Phone: 916-485-3276

Degree Programs Offered:

Arts and Sciences (Undergraduate)
Arts and Sciences (Graduate)
Interdisciplinary Studies (Undergraduate)
Interdisciplinary Studies (Graduate)

United Food & Commercial Workers, Local #588

2200 Professional Dr., Roseville, CA 95661
Phone: 916-786-0588 Fax: 916-786-0958

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Retail Meatcutters

Objective: *Meatcutter*
Approximate Cost to Complete: union dues and tools
Average Time to Complete: 2 years on the job training

Universal School of Master Locksmithing

3201 Fulton Ave., Sacramento, CA 95821
Phone: 916-482-4216 Fax: 916-485-9385

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Universal School of Master Locksmithing--continued

Certificate Program Offered:

Locksmith Correspondence and Shop Training

Objective: *Locksmith*

Approximate Cost to Complete: \$999 or \$2,797

Average Time to Complete: 2-4 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults

University of California, Davis

Davis, CA 95616

Phone: 916-752-0655 Fax: 916-752-6222

Degree Programs Offered:

Administration (Graduate)
 Aeronautical Science and Engineering (Undergraduate)
 African-American and African Studies (Undergraduate)
 Agricultural and Managerial Economics (Undergraduate)
 Agricultural and Environmental Chemistry (Graduate)
 Agricultural Economics (Graduate)
 Agricultural Education (Graduate)
 Agricultural Systems and Environment (Undergraduate)
 Agronomy (Graduate)
 American Studies (Undergraduate)
 Animal Behavior (Graduate)
 Animal Science and Management (Undergraduate)
 Animal Science (Undergraduate and Graduate)
 Anthropology (Undergraduate and Graduate)
 Applied Behavioral Sciences (Undergraduate)
 Applied Mathematics (Graduate)
 Applied Physics (Undergraduate)
 Art (Graduate)
 Art History (Undergraduate)
 Art Studio (Undergraduate)
 Atmospheric Science (Undergraduate and Graduate)
 Avian Sciences (Undergraduate and Graduate)
 Biochemistry (Undergraduate)
 Biochemistry and Molecular Biology (Graduate)

Biological Sciences (Undergraduate)
 Biological Systems Engineering (Undergraduate)
 Biomedical Engineering (Graduate)
 Biophysics (Graduate)
 Biotechnology (Undergraduate)
 Cell and Developmental Biology (Graduate)
 Chemical/Biochemical Engineering (Undergraduate)
 Chemical Engineering (Undergraduate)
 Chemical/Materials Science and Engineering (Undergraduate)
 Chemistry (Undergraduate and Graduate)
 Chicana/Chicano (Mexican-American) Studies (Undergraduate)
 Child Development (Graduate)
 Chinese (Undergraduate)
 Civil Engineering (Undergraduate)
 Civil Engineering/Materials Science and Engineering (Undergraduate)
 Classical Civilization (Undergraduate)
 Classics (Graduate)
 Community Development (Graduate)
 Community Nutrition (Undergraduate)
 Comparative Literature (Undergraduate and Graduate)
 Comparative Pathology (Graduate)
 Computer Engineering (Undergraduate)
 Computer Science (Undergraduate and Graduate)
 Computer Science and Engineering (Undergraduate)
 Credential Program (Graduate)
 Crop Science and Management (Undergraduate)
 Design (Undergraduate)
 Dietetics (Undergraduate)
 Dramatic Art (Undergraduate and Graduate)
 East Asian Studies (Undergraduate)
 Ecology (Graduate)
 Economics (Undergraduate and Graduate)
 Education (Graduate)
 Electrical Engineering (Undergraduate)
 Electrical Engineering/Materials Science and Engineering (Undergraduate)
 Endocrinology (Graduate)
 Engineering (Graduate)
 Engineering: Applied Sciences (Graduate)
 Engineering: Biological and Agricultural (Graduate)
 Engineering: Biomedical (Graduate)
 Engineering: Chemical and Material Science (Graduate)
 Engineering: Civil and Environmental (Graduate)
 Engineering: Electrical and Computer (Graduate)

University of California, Davis--continued

Engineering: Mechanical and Aerospace (Graduate)
 English (Undergraduate and Graduate)
 Entomology (Undergraduate and Graduate)
 Environmental and Resource Sciences (Undergraduate)
 Environmental Biology and Management (Undergraduate)
 Environmental Horticulture and Urban Forestry (Undergraduate)
 Environmental Policy Analysis and Planning (Undergraduate)
 Environmental Toxicology
 Epidemiology (Graduate)
 Evolution and Ecology/Zoology (Undergraduate)
 Exercise Science (Undergraduate and Graduate)
 Fermentation Science (Undergraduate)
 Fiber and Polymer Science (Undergraduate)
 Fine Arts (Undergraduate)
 Food Biochemistry (Undergraduate)
 Food Engineering (Undergraduate)
 Food Science (Graduate)
 French (Undergraduate and Graduate)
 Genetics (Undergraduate and Graduate)
 Geography (Graduate)
 Geology (Undergraduate and Graduate)
 German (Undergraduate and Graduate)
 History (Undergraduate and Graduate)
 History of Art (Graduate)
 Horticulture (Graduate)
 Human Development (Undergraduate and Graduate)
 Humanities (Undergraduate)
 Hydrologic Science (Undergraduate and Graduate)
 Immunology (Graduate)
 International Agricultural Development (Undergraduate and Graduate)
 International Relations (Undergraduate)
 Italian (Undergraduate)
 Japanese (Undergraduate)
 Landscape Architecture (Undergraduate)
 Life Sciences (Undergraduate)
 Linguistics (Undergraduate and Graduate)
 Management (Graduate)
 Materials Science and Engineering (Undergraduate)
 Mathematics (Undergraduate and Graduate)
 Mechanical Engineering (Undergraduate)
 Mechanical Engineering/Materials Science and Engineering (Undergraduate)

Medieval Studies (Undergraduate)
 Microbiology (Undergraduate and Graduate)
 Music (Undergraduate and Graduate)
 Native American Studies (Undergraduate)
 Nature and Culture (Undergraduate)
 Neuroscience (Graduate)
 Nutrition (Graduate)
 Nutrition Science (Undergraduate)
 Pharmacology and Toxicology (Graduate)
 Philosophy (Undergraduate and Graduate)
 Physical Education (Graduate)
 Physical Science (Undergraduate)
 Physics (Undergraduate and Graduate)
 Physiology (Undergraduate and Graduate)
 Plant Biology/Botany (Undergraduate)
 Plant Biology (Graduate)
 Plant Pathology (Graduate)
 Plant Protection and Pest Management (Graduate)
 Political Science: Public Service (Undergraduate)
 Political Science (Undergraduate and Graduate)
 Population Biology (Graduate)
 Preventive Veterinary Medicine (Graduate)
 Psychology (Undergraduate and Graduate)
 Range and Wildlands Science (Undergraduate)
 Religious Studies (Undergraduate)
 Rhetoric and Communication (Undergraduate and Graduate)
 Russian (Undergraduate)
 Social Science (Undergraduate)
 Sociology (Undergraduate and Graduate)
 Sociology/Organizational Studies (Undergraduate)
 Soil and Water Science (Undergraduate)
 Soil Science (Graduate)
 Spanish (Undergraduate and Graduate)
 Statistics (Undergraduate and Graduate)
 Textile Arts and Costume Design (Graduate)
 Textiles (Graduate)
 Textiles and Clothing (Undergraduate)
 Vegetable Crops (Graduate)
 Veterinary Medicine (Graduate)
 Wildlife, Fish, and Conservation Biology (Undergraduate)
 Women's Studies (Undergraduate)

University of California, Davis University Extension

1333 Research Park Drive, Davis, CA 95616
Phone: 916-757-8663 Fax: 916-754-5015

Certificate Programs Offered:

Air Quality Management
Computer Programming
Computer Office Systems Management
Construction Management
Environmental Management and Auditing
Fire Protection
Graphic Design
Hazardous Materials Management
Health Care Management
Human Resource Development and Management
HVAC Repair
Labor-Management Relations
Land Use and Environmental Planning
Legal Assisting
Management
Multimedia
Network Management and Administration
Public Relations and Marketing
Site Assessment and Remediation
Software Engineering
Systems Analysis
TESOL (Teach English to Speakers of Other Languages)
Worker's Compensation
Workplace Health and Safety

University of Phoenix, Sacramento Campus

1760 Creekside Oaks Drive, Suite 100, Sacramento, CA 95833
Phone: 916-923-2107 Fax: 916-923-3914

Degree Programs Offered:

Business Accounting (Undergraduate)
Business Information Systems (Undergraduate)
Business Administration (Undergraduate)
Business Management (Undergraduate)
Business Administration (Graduate)
Nursing (Undergraduate)
Nursing (Graduate)
Organizational Management (Graduate)

Certificate Programs Offered:

Case Management
Event Management
Health Care Management

University of San Francisco College of Professional Studies

1485 Response Road Suite 226, Sacramento, CA 95815
Phone: 916-920-0157 Fax: 916-920-1349

Degree Programs Offered:

Health Services: Managed Care (Graduate)
Human Resources and Organization Development (Graduate)
Information Systems Management (Undergraduate)
Organizational Behavior (Undergraduate)
Public Administration (Graduate)
Public Administration (Undergraduate)

Certificate Programs Offered:

Nonprofit Administration
Nonprofit Development
Nonprofit Executive

University of San Francisco

School of Education

1485 Response Road Suite 226, Sacramento, CA 95815

Phone: 916-920-4524

Degree Programs Offered:

Marital and Family Therapy (Graduate)
Organization and Leadership (Graduate)

University of Southern California

Sacramento Center

1201 J Street, Sacramento, CA 95814

Phone: 916-442-6911 Fax: 916-444-7712

Degree Programs Offered:

Health Administration (Graduate)
Public Administration (Graduate)

Vocational Evaluation Services

9848 Business Park Dr., Suite D, Sacramento, CA 95827

Phone: 916-364-8488 Fax: 916-364-8486

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Cashier/Retail Sales

Objective: *Cashier, Retail Sales, Ticket and Rental Clerk*

Approximate Cost to Complete: \$3,100

Average Time to Complete: 240 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Legal Transcription

Objective: *Legal Transcriptionist, Stenographer*

Approximate Cost to Complete: \$5,100

Average Time to Complete: 400 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Medical Billing-Insurance Billing

Objective: *Medical Biller, Insurance Biller*

Approximate Cost to Complete: \$5,600

Average Time to Complete: 440 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Medical Transcription

Objective: *Medical Transcriptionist, Stenographer*

Approximate Cost to Complete: \$5,100

Average Time to Complete: 400 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Non-Emergency Dispatching

Objective: *Dispatcher, Router, Transportation Agent*

Approximate Cost to Complete: \$5,100

Average Time to Complete: 400 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Receptionist

Objective: *Receptionist, Office Assistant*

Approximate Cost to Complete: \$3,100

Average Time to Complete: 240 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Vocational Evaluation Services--continued

Secretary, GeneralObjective: *Secretary, Clerical Supervisor, Office Manager*

Approximate Cost to Complete: \$5,600

Average Time to Complete: 440 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Secretary, LegalObjective: *Legal Secretary*

Approximate Cost to Complete: \$5,600

Average Time to Complete: 440 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Secretary, MedicalObjective: *Medical Secretary*

Approximate Cost to Complete: \$5,600

Average Time to Complete: 440 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Word ProcessorObjective: *Word Processor, Posting Clerk, Data Entry Clerk*

Approximate Cost to Complete: \$5,100

Average Time to Complete: 400 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

WECA Electrical Apprenticeship Program

7500 14th Ave., Suite 25, Sacramento, CA 95820

Phone: 916-453-0114 Fax: 916-452-7011

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status.

Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

Apprenticeship Program Offered:

Electrical ApprenticeshipObjective: *Electrician*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 5 years

Western Career College

8909 Folsom Blvd., Sacramento, CA 95826

Phone: 916-361-1660 Fax: 916-361-6666

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate and Degree Programs Offered:

Dental AssistingObjective: *Dental Assistant*

Approximate Cost to Complete: \$7,680-13,407

Average Time to Complete: 10 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Health Care ReceptionObjective: *Receptionist*

Approximate Cost to Complete: \$4,825

Average Time to Complete: 5 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Western Career College--continued

Medical Assisting

Objective: *Medical Assistant*
 Approximate Cost to Complete: \$7,735-13,345
 Average Time to Complete: 10 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Medical Billing

Objective: *Medical Biller*
 Approximate Cost to Complete: \$7,575-13,070
 Average Time to Complete: 10 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Nurse Assistant/Home Health Aide

Objective: *Nurse Assistant, Home Health Aide*
 Approximate Cost to Complete: \$2,375
 Average Time to Complete: 3 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Pharmacy Technology

Objective: *Pharmacy Technician*
 Approximate Cost to Complete: \$13,827
 Average Time to Complete: 14 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Veterinary Technology

Objective: *Animal Health Technician*
 Approximate Cost to Complete: \$13,998
 Average Time to Complete: 14 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Vocational Nursing

Objective: *Licensed Vocational Nurse*
 Approximate Cost to Complete: \$15,978
 Average Time to Complete: 13 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Western Truck School

4519 West Capitol Ave., West Sacramento, CA 95691
 Phone: 916-372-6500 Fax: 916-372-8736

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Tractor/Trailer Operator Program

Objective: *Truck Driver, Tractor-Trailer Operator*
 Approximate Cost to Complete: \$3,395
 Average Time to Complete: 4 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: 21 years or older

Wilrick Institute of Technology

3437 Myrtle Ave. Suite 390, North Highlands, CA 95660
 Phone: 916-332-6162 Fax: 916-332-9539

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Programs Offered:

Reinforced Concrete

Objective: *Cement Mason Apprentice*
 Approximate Cost to Complete: \$1,450
 Average Time to Complete: 48 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Wilrick Institute of Technology--continued

Steel Welding

Objective: *Welding Apprentice*
 Approximate Cost to Complete: \$1,450
 Average Time to Complete: 48 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Prestressed Concrete

Objective: *Cement Mason Apprentice*
 Approximate Cost to Complete: \$1,350
 Average Time to Complete: 40 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Reinforced Concrete

Objective: *Brick Mason Apprentice*
 Approximate Cost to Complete: \$1,350
 Average Time to Complete: 40 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Wisdom Center Technologies & Institute

3550 Watt Ave., Suite 140, Sacramento, CA 95821
 Phone: 916-484-1700 Fax: 916-483-1201

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Certificate Program Offered:

Behavioral Therapist/Clinical Hypnotherapist

Objective: *Behavioral Therapist, Certified Clinical Hypnotherapist*
 Approximate Cost to Complete: \$3,210
 Average Time to Complete: 6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Yolo County Regional Occupational Programs (ROP)

1240 Harter Ave., Woodland, CA 95776
 Phone: 916-668-3772 Fax: 916-668-3850

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Note: In most cases, ROP programs are open to high school students and, if openings exist, to adults who are also local residents. ROP programs may be considered open entry-open exit, and may require fees for adults.

Certificate Programs Offered:

Agriculture Mechanics

Objective: *Equipment Repair Person*
 Average Time to Complete: 1 year
 Training Site Location: Winters High School

Agriculture Technology

Objective: *Equipment Repair Person*
 Average Time to Complete: 1 year
 Training Site Location: Winters High School

Architectural and Engineering Drafting

Objective: *Entry-Level Drafter*
 Average Time to Complete: 1 year
 Training Site Location: Davis High School

Architectural Design/Advanced Mechanical

Objective: *Entry-Level Drafting and Drawing*
 Average Time to Complete: 1 year
 Training Site Location: Woodland High School

Automotive Technology

Objective: *Entry Level Auto Mechanic*
 Average Time to Complete: 1 year
 Training Site Location: Woodland High School

Yolo County ROP--continued

Cabinet Making and Furniture TechnologyObjective: *Cabinetmaker, Installer*

Average Time to Complete: 1 year

Training Site Location: Winters High School

Careers with ChildrenObjective: *Child Care Assistant, Preschool Teacher Aid*

Average Time to Complete: 1 year

Training Site Location: Woodland High School

Computer Aided Drafting (CADD)Objective: *Computerized Drafting*

Average Time to Complete: 1 year

Training Site Location: Woodland High School

Computer Applications/ProgrammingObjective: *Entry-Level Computer Prog., Data Process. Assistant*

Average Time to Complete: 1 year

Training Site Location: Davis High School

Computer Business ApplicationsObjective: *Miscellaneous Computer Occupations*

Average Time to Complete: 1 year

Training Site Location: Davis, Esparto, Winters, and Woodland

Computer Programming-AdvancedObjective: *Computer Programmer, Data Processing Assistant*

Average Time to Complete: 1 year

Training Site Location: Woodland High School

Computerized AccountingObjective: *Computerized Accounting*

Average Time to Complete: 1 year

Training Site Location: Winters and Woodland High Schools

Construction TechnologyObjective: *Cabinetmakers*

Average Time to Complete: 1 year

Training Site Location: Woodland High School

Crop ScienceObjective: *Harvesting/Irrigation Worker*

Average Time to Complete: 1 year

Training Site Location: Woodland High School

Desktop PublishingObjective: *Miscellaneous Computer Occupations*

Average Time to Complete: 1 year

Training Site Location: Esparto High School

Floriculture DesignObjective: *Floriculture Assistant*

Average Time to Complete: 1 year

Training Site Location: Winters High School

Food Service (Educated Eatery)Objective: *Waiter, Waitress, Cook Assistant*

Average Time to Complete: 1 year

Training Site Location: Davis High School

Health Careers: Diagnostics ServicesObjective: *Audiology Assistant, Electrocardiograph Technician*

Average Time to Complete: 1 year

Training Site Location: Woodland High School

Health Careers: Support ServicesObjective: *Central Supply Technician/Aide*

Average Time to Complete: 1 year

Training Site Location: Woodland High School

Health Careers: Therapeutic ServicesObjective: *Therapy Aide, Speech Therapy Assistant*

Average Time to Complete: 1 year

Training Site Location: Woodland High School

Horticulture and EnvironmentObjective: *Agriculture Related Occupations*

Average Time to Complete: 1 year

Training Site Location: Woodland High School

Interior DesignObjective: *Window Covering, Showcase Design*

Average Time to Complete: 1 year

Training Site Location: Davis High School

Yolo County ROP--continued

Landscaping DesignObjective: *Landscaper, Sprinkler Installer*

Average Time to Complete: 1 year

Training Site Location: Winters and Woodland High Schools

Metal Trades TechnologyObjective: *Taken for entry into two-year college programs*

Average Time to Complete: 1 year

Training Site Location: Davis High School

Office TechnologyObjective: *Miscellaneous Computer Occupations*

Average Time to Complete: 1 year

Training Site Location: Woodland High School

Office TechnologyObjective: *Higher level Secretarial/Word Processing Occupations*

Average Time to Complete: 1 year

Training Site Location: Davis, Esparto, Winters, and Woodland

Welding TechnologyObjective: *Welder's Assistant*

Average Time to Complete: 1 year

Training Site Location: Woodland and Davis High Schools

Yuba College--Woodland Campus

41605 Gibson Rd., Woodland, CA 95776

Phone: 916-661-5720 Fax: 916-666-9028

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	No

Note: Associate Degree programs usually require 60 units, or two years (four semesters), of study for full-time students. Certificate programs generally require two to four semesters to complete, depending on the program (and the student). The average tuition cost is \$195 per semester.

Degree Programs Offered:

Administration of Justice
 Agriculture, Environmental Horticulture and Technology
 Applied Arts and Science
 Business
 Cosmetology
 Engineering, Math and Science
 Ethnic Studies
 Health, Physical Ed. and Recreation
 History
 Human Services
 Liberal Arts
 Life Science
 Nursing
 Science, General
 Social Science

Certificate Programs Offered:

Agricultural and Environmental TechnologyObjective: *Agriculture Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 3-4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Agricultural BusinessObjective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2-4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Yuba College--continued

Agricultural ComputersObjective: *Computer Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

Business: AccountingObjective: *Accounting Clerk*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

Business: Administrative SecretaryObjective: *Secretary*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

Business: Computer ApplicationsObjective: *Computer Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

ClericalObjective: *Office Clerk, Receptionist*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

Computer ScienceObjective: *Computer Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1-2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Displaced Homemakers and Re-Entry WomenObjective: *Call for Info.*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

Early Childhood EducationObjective: *Child Care Worker, Preschool Teacher*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

Emergency Medical TechnologyObjective: *Emergency Medical Technician*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1-2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Environmental HorticultureObjective: *Nursery Worker*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 3-4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

General Business ManagementObjective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Income Tax PreparationObjective: *Income Tax Preparer*

Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

Yuba College--continued

Landscape Design

Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Landscape Design

Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Landscape Installation

Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Landscape Installation

Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Landscape Maintenance

Objective: *Landscape Maintenance Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 4 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Legal Office Skills

Objective: *Legal Secretary*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 1-2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Licensed Vocational Nurse

Objective: *Licensed Vocational Nurse*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Manicuring

Objective: *Manicurist*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 350 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Medical Office Skills

Objective: *Medical Secretary*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Nursery Worker

Objective: *Nursery Worker*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Word Processing

Objective: *Office Clerk, Secretary*
 Approximate Cost to Complete: \$13/unit (w/avg. cost of \$195/semester)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults

Occupational References

Accountants & Auditors (OES 211140)

California Occupational Guides: See Accountants and Auditors

Occupational Outlook Handbook: See Accountants and Auditors

Dictionary of Occupational Titles:

Accountant, Tax	160.162-010
Accountant	160.162-018
Accountant, Budget	160.162-022
Accountant, Cost	160.162-026
Auditor, Data Processing	160.162-030
Accountant, Property	160.167-022
Accountant, Systems	160.167-026
Auditor, County Or City	160.167-030
Auditor, Internal	160.167-034
Auditor, Tax	160.167-038
Bursar	160.167-042
Auditor	160.167-054
Director, Utility Accounts	160.267-014

Aircraft Mechanics (OES 853230)

California Occupational Guides: See Aircraft Mechanics

Occupational Outlook Handbook: See Aircraft Mechanics and Engine

Specialists

Dictionary of Occupational Titles:

Experimental Aircraft Mechanic	621.261-022
Airframe-and-Power-Plant Mechanic	621.281-014
Airframe-and-Power-Plant-Mechanic Apprentice	621.281-018
Reclamation Worker	621.684-014
Pressure Sealer-and-Tester	806.384-038
Aircraft Body Repairer	807.261-010
Bonded Structures Repairer	807.381-014
Aircraft Skin Burnisher	807.684-018

Animal Health Technicians (DOT 079.361-014)

California Occupational Guides: See Animal Health Technicians

Occupational Outlook Handbook: See Animal Caretakers

Architects (OES 223020)

California Occupational Guides: See Architects

Occupational Outlook Handbook: See Architects; see also Architects, Landscape or Architects and Curators

Dictionary of Occupational Titles:

Architect	001.061-010
School-Plant Consultant	001.167-010

Assemblers & Fabricators (OES 939560)

California Occupational Guides: Not Available

Occupational Outlook Handbook: See Precision Assemblers

Dictionary of Occupational Titles: 365 related DOT Titles

Automotive Body & Related Repairers (OES 853050)

California Occupational Guides: See Automobile-Body Repairers

Occupational Outlook Handbook: See Automotive Body Repairers

Dictionary of Occupational Titles:

Squeak, Rattle, and Leak Repairer	620.364-010
Used-Car Renovator	620.684-034
Shop Estimator	807.267-010
Truck-Body Builder	807.281-010
Automobile-Body Customizer	807.361-010
Automobile-Body Repairer	807.381-010
Frame Repairer	807.381-018
Service Mechanic	807.381-022
Auto-Body Repairer, Fiberglass	807.381-030
Frame Straightener	807.484-010
Automobile-Bumper Straightener	807.684-010
Paint Sprayer, Sandblaster	845.381-018
Glass Installer	865.684-010

Automotive Mechanics (OES 853020)

California Occupational Guides: See Automobile Mechanics

Occupational Outlook Handbook: See Automotive Mechanics

Dictionary of Occupational Titles:

Automobile Mechanic	620.261-010
Automobile Mechanic Apprentice	620.261-012
Automobile-Service-Station Mechanic	620.261-030
Automotive-Cooling-System Diagnostic Tech.	620.261-034
Air-Conditioning Mechanic	620.281-010
Brake Repairer	620.281-026
Carburetor Mechanic	620.281-034
Front-End Mechanic	620.281-038

Automotive Mechanics--continued

Maintenance Mechanic	620.281-046
Transmission Mechanic	620.281-062
Tune-Up Mechanic	620.281-066
Vehicle Fuel-Systems Converter	620.281-070
Automobile-Radiator Mechanic	620.381-010
Repairer, Heavy	620.381-022
Brake Adjuster	620.684-018
Clutch Rebuilder	620.684-022
Fuel-Injector Servicer	625.281-022
Wheelwright	706.381-046
New Car Get-Ready Mechanic	806.361-026
Automobile-Accessories Installer	806.684-038
Muffler Installer	807.664-010
Floor Service worker, Spring	807.684-022
Automatic-Window-Seat-and-Top-Lift Repairer	825.381-014

Bail Bond Agents (DOT 186.267-010)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** Not Available

Bakers, Bread & Pastry (OES 650210)

California Occupational Guides: See Retail Baker; see also Bakers and Production Workers**Occupational Outlook Handbook:** See Chefs, Cooks, and Other Kitchen Workers**Dictionary of Occupational Titles:**

Baker, Second	313.361-010
Pie Maker	313.361-038
Baker	313.381-010
Cook Apprentice, Pastry	313.381-018
Cook, Pastry	313.381-026

Bartenders (OES 650050)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Food and Beverage Service Workers**Dictionary of Occupational Titles:**

Bartender	312.474-010
Bar Attendant	312.477-010
Taproom Attendant	312.677-010

Billing, Cost & Rate Clerks (OES 553440)

California Occupational Guides: See Bookkeeping, Accounting, and Auditing Clerks; See also Clerks, General Office**Occupational Outlook Handbook:** See Billing Clerks**Dictionary of Occupational Titles:**

Wharfinger	184.387-010
Rate Analyst, Freight	214.267-010
Clerk (various)	214.362-0**
Billing Typist	214.382-014
C.O.D. Clerk	214.382-018
Interline Clerk	214.382-022
Revising Clerk	214.382-026
Settlement Clerk	214.382-030
Clerk (various)	214.387-0**
Foreign Clerk	214.467-010
Pricer, Message and Delivery Service	214.467-014
Deposit-Refund Clerk	214.482-014
Medical-Voucher Clerk	214.482-018
Rater	214.482-022
Telegraph-Service Rater	214.587-010
Cost Clerk	216.382-034
Policy-Value Calculator	216.382-050
Receipt-and-Report Clerk	216.382-054
Deposit Clerk	241.267-026
Evaluator	249.367-034

Biological, Agricultural & Food Technicians (OES 245020)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Biological Technicians; see also Food Technologists**Dictionary of Occupational Titles:**

Dairy Technologist	040.061-022
Fiber Technologist	040.061-026
Laboratory Technician, Artificial Breeding	040.361-010
Seed Analyst	040.361-014
Biology Specimen Technician	041.381-010
Herbarium Worker	041.384-010
Aide (various)	049.364-0**
Tree Surgeon	408.181-010
Blood Tester, Fowl	411.364-010
Poultry Inseminator	411.384-010
Artificial Inseminator	418.384-010
Artificial-Breeding Technician	418.384-014
Laboratory Assistant, Culture Media	559.384-010

Bookkeeping, Accounting & Auditing Clerks (OES 553380)

California Occupational Guides: See Bookkeeping, Accounting, and Auditing Clerks

Occupational Outlook Handbook: See Bookkeeping, Accounting, and Auditing Clerks

Dictionary of Occupational Titles:

Checker II	209.687-010
Distribution-Accounting Clerk	210.362-010
Account-Information Clerk	210.367-010
Foreign-Exchange-Position Clerk	210.367-014
Audit Clerk	210.382-010
Bookkeeper	210.382-014
Classification-Control Clerk	210.382-030
Credit-Card Clerk	210.382-038
Fixed-Capital Clerk	210.382-042
General-Ledger Bookkeeper	210.382-046
Mortgage-Loan-Computation Clerk	210.382-050
Night Auditor	210.382-054
Securities Clerk	210.382-062
Collection Clerk	216.362-014
Food-And-Beverage Controller	216.362-022
Mortgage-Accounting Clerk	216.362-026
Reserves Clerk	216.362-034
Electronics Funds Transfer Coordinator	216.362-038
Margin Clerk I	216.362-042
Budget Clerk	216.382-022
Clearing-House Clerk	216.382-026
Returned-Item Clerk	216.382-058
Accounting Clerk	216.482-010
Dividend-Deposit-Voucher Clerk	216.482-026
Booking Clerk	216.587-010
Voucher Clerk	219.362-066
Canceling and Cutting Control Clerk	219.367-042
Letter-of-Credit Clerk	219.367-050
Tax Clerk	219.487-010
Parimutuel-Ticket Checker	219.587-010

Bus Drivers, School (OES 971110)

California Occupational Guides: See Bus Drivers

Occupational Outlook Handbook: See Busdrivers

Dictionary of Occupational Titles:

Bus Driver	913.463-010
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Bus, Truck & Diesel Mechanics (OES 853110)

California Occupational Guides: See Bus and Truck Mechanics and Diesel Engine Specialists

Occupational Outlook Handbook: See Diesel Mechanics

Dictionary of Occupational Titles:

Maintenance Mechanic	620.281-046
Mechanic, Industrial Truck	620.281-050
Tractor Mechanic	620.281-058
Diesel Mechanic	625.281-010
Diesel-Mechanic Apprentice	625.281-014
Diesel-Engine Erector	625.361-010

Butchers & Meatcutters (OES 650230)

California Occupational Guides: See Butchers and Meat Cutters

Occupational Outlook Handbook: See Butchers and Meat, Poultry, and Fish Cutters

Dictionary of Occupational Titles:

Butcher, Meat	316.681-010
Meat Cutter	316.684-018
Meat-Cutter Apprentice	316.684-022

Cabinetmakers & Bench Carpenters (OES 893110)

California Occupational Guides: See Carpenters

Occupational Outlook Handbook: See Woodworking Occupations

Dictionary of Occupational Titles:

Cabinetmaker	660.280-010
Cabinetmaker Apprentice	660.280-014

Camera Operators, Television & Motion Picture (OES 340260)

California Occupational Guides: See Motion Picture Photographers; see also Film Editors

Occupational Outlook Handbook: See Photographers and Camera Operators

Dictionary of Occupational Titles:

Director of Photography	143.062-010
Camera Operator	143.062-022
Optical-Effects-Camera Operator	143.260-010
Camera Operator, Animation	143.382-010

Cardiology Technologists (OES 329250)

California Occupational Guides: See Respiratory Therapists**Occupational Outlook Handbook:** See Cardiovascular Technologists and Technicians**Dictionary of Occupational Titles:**

Cardiopulmonary Technologist, Chief	078.161-014
Cardiopulmonary Technologist	078.362-030
Special Procedures Technologist, Cardiac	078.362-050
Stress Test Technician	078.362-062
Echocardiograph Technician	078.364-014

Carpenters (OES 871020)

California Occupational Guides: See Carpenters**Occupational Outlook Handbook:** See Carpenters**Dictionary of Occupational Titles:**

Carpenter, Prototype	806.281-058
Carpenter, Maintenance	860.281-010
Carpenter, Ship	860.281-014
Boatbuilder, Wood	860.361-010
Boatbuilder, Apprentice-Wood	860.361-014
Carpenter	860.381-022
Carpenter-Apprentice	860.381-026
Carpenter, Bridge	860.381-030
Carpenter, Mold	860.381-034
Carpenter, Railcar	860.381-038
Carpenter, Rough	860.381-042
Form Builder	860.381-046
Joiner	860.381-050
Joiner-Apprentice	860.381-054
Shipwright	860.381-058
Shipwright-Apprentice	860.381-062
Tank Builder and Erector	860.381-066
Tank Erector	860.381-070
Carpenter I	860.664-010
Carpenter II	860.681-010
Builder, Beam	860.684-010
Sider	860.684-014
Composition-Weatherboard Applier	863.684-010
Sign Erector-and-Repairer	869.361-018
House Repairer	869.381-010
Timber Framing	869.381-034
Assembler, Sub-Assembly	869.684-018
Lay-Out Worker	869.684-034
Roof Assembler I	869.684-012
Prop Maker	962.281-010

Cashiers (OES 490230)

California Occupational Guides: See Cashiers**Occupational Outlook Handbook:** See Cashiers**Dictionary of Occupational Titles:**

Order Clerk, Food and Beverage	209.567-014
Cashier I	211.362-010
Paymaster of Purses	211.367-010
Cashier II	211.462-010
Cashier-Checker	211.462-014
Cashier-Wrapper	211.462-018
Cashier, Gambling	211.462-022
Check Cashier	211.462-026
Drivers'-Cash Clerk	211.462-030
Teller	211.462-034
Toll Collector	211.462-038
Cashier, Courtesy Booth	211.467-010
Money Counter	211.467-014
Parimutuel-Ticket Cashier	211.467-018
Parimutuel-Ticket Seller	211.467-022
Sheet Writer	211.467-026
Ticket Seller	211.467-030
Change Person	211.467-034
Cashier, Tube Room	211.482-010
Information Clerk-Cashier	249.467-010
Auction Clerk	294.567-010

Child Care Workers (OES 680380)

California Occupational Guides: See Child Care Workers (Aides)**Occupational Outlook Handbook:** See Preschool Workers**Dictionary of Occupational Titles:**

Child-Care Attendant, School	355.674-010
Attendant, Children's Institution	359.677-010
Nursery School Attendant	359.677-018
Playroom Attendant	359.677-026

Civil Engineering Technicians & Technologists (OES 225020)

California Occupational Guides: See Drafting Occupations**Occupational Outlook Handbook:** See Civil Engineering Technicians**Dictionary of Occupational Titles:**

Civil Engineering Technician	005.261-014
Parking Analyst	199.261-014

Civil Engineers (OES 221210)

California Occupational Guides: See Civil Engineers**Occupational Outlook Handbook:** See Civil Engineers**Dictionary of Occupational Titles:**

Airport Engineer	005.061-010
Civil Engineer	005.061-014
Hydraulic Engineer	005.061-018
Irrigation Engineer	005.061-022
Railroad Engineer	005.061-026
Sanitary Engineer	005.061-030
Structural Engineer	005.061-034
Transportation Engineer	005.061-038
Waste-Mgmt. Engineer, Radioactive Materials	005.061-042
Drainage-Design Coordinator	005.167-014
Forest Engineer	005.167-018
Resource-Recovery Engineer	019.167-018

Claims Examiners, Property & Casualty Insurance (OES 219210)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Adjusters, Investigators and Collectors**Dictionary of Occupational Titles:**

Claim Examiner	168.267-014
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Compliance Officers & Enforcement Inspectors (OES 219110)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Compliance Officers**Dictionary of Occupational Titles:**

Sanitarian	079.117-018
Chief Bank Examiner	160.167-046
Coroner	168.161-010
Industrial-Safety-and-Health Technician	168.161-014
Equal-Opportunity Representative	168.167-014
Health Officer, Field	168.167-018
Immigration Inspector	168.167-022
Inspector, Boiler	168.167-026
Inspector, Health Care Facilities	168.167-042
Occupational-Safety-and-Health Inspector	168.167-062
Quality-Control Coordinator	168.167-066
Reviewing Officer, Driver's License	168.167-074
Safety Inspector	168.167-078

Transportation Inspector	168.167-082
Safety Manager	168.167-086
Manager, Regulated Program	168.167-090
Radiation-Protection Specialist	168.261-010
Inspector, Air-Carrier	168.264-010
Safety Inspector	168.264-014
Gas Inspector	168.264-018
Customs Import Specialist	168.267-018
Customs Inspector	168.267-022
Dealer-Compliance Representative	168.267-026
Dining-Service Inspector	168.267-030
Driver's License Examiner	168.267-034
Food and Drug Inspector	168.267-042
Inspector, Furniture and Bedding	168.267-046
Inspector, Government Property	168.267-050
Inspector, Industrial Waste	168.267-054
Inspector, Motor Vehicles	168.267-058
Investigator	168.267-062
License Inspector	168.267-066
Logging-Operations Inspector	168.267-070
Mine Inspector	168.267-074
Mortician Investigator	168.267-078
Agricultural-Chemicals Inspector	168.267-082
Hazardous-Waste Management Specialist	168.267-086
Inspector, Water-Pollution Control	168.267-090
Marine-Cargo Surveyor	168.267-094
Pesticide-Control Inspector	168.267-098
Registration Specialist, Agricultural Chemicals	168.267-106
Sanitation Inspector	168.267-110
Equal Opportunity Officer	168.267-114
Inspector, Agricultural Commodities	168.287-010
Inspector, Quality Assurance	168.287-014
Inspector, Railroad	168.287-018
Attendance Officer	168.367-010
Rater, Travel Accommodations	168.367-014
Code Inspector	168.367-018
Personnel Quality Assurance Auditor	168.367-022
Opener-Verifier-Packer, Customs	168.387-010
Civil Preparedness Training Officer	169.127-010
Contact Representative	169.167-018
Park Ranger	169.167-042
Examiner	169.267-014
Passport-Application Examiner	169.267-030

Compliance Officers--continued

Admeasurer	169.284-010
Traffic Inspector	184.163-010
Public Health Service Officer	187.117-050
Manager, Branch Operation Evaluation	187.167-062
Director, Securities and Real Estate	188.167-038
Revenue Officer	188.167-074
Special Agent, Customs	188.167-090
Flight-Operations Inspector	196.163-010
Supervising Airplane Pilot	196.163-014
Energy-Conservation Representative	959.367-018

Computer Engineers (OES 221270)

California Occupational Guides: See Computer Systems Engineers**Occupational Outlook Handbook:** See Computer Scientists and Systems

Analysts

Dictionary of Occupational Titles:

Software Engineer	030.062-010
Computer Systems Hardware Analyst	033.167-010

Computer Network Administrators (DOT 031.262-999)

California Occupational Guides: See LAN/WAN Managers; See also

Computer Systems Analysts

Occupational Outlook Handbook: See Computer Scientists and Systems Analysts

Computer Programmers (OES 251051)

California Occupational Guides: See Computer Programmers**Occupational Outlook Handbook:** See Computer Programmers**Dictionary of Occupational Titles:**

Computer Programmer	030.162-010
Programmer, Engineering and Scientific	030.162-018
Chief, Computer Programmer	030.167-010
Photo Mask Technician, Electron-Beam	972.382-022

Concrete & Terrazzo Finishers (OES 873110)

California Occupational Guides: See Cement Masons**Occupational Outlook Handbook:** See Concrete Masons and Terrazzo

Workers

Dictionary of Occupational Titles:

Cement Mason	844.364-010
Cement-Mason Apprentice	844.364-014
Concrete-Stone Finisher	844.461-010
Concrete Rubber	844.684-010
Terrazzo Worker	861.381-046
Terrazzo-Worker Apprentice	861.381-050

Construction & Building Inspectors (OES 219080)

California Occupational Guides: See Building Inspectors**Occupational Outlook Handbook:** See Construction and Building Inspectors**Dictionary of Occupational Titles:**

Inspector, Building	168.167-030
Inspector, Electrical	168.167-034
Inspector, Elevators	168.167-038
Inspector, Heating and Refrigeration	168.167-046
Inspector, Plumbing	168.167-050
Building Inspector	168.267-010
Plan Checker	168.267-102
Construction Inspector	182.267-010
Inspector of Dredging	850.387-010
Grade Checker	850.467-010

Cooks, Institution & Cafeteria (OES 650280)

California Occupational Guides: See Cooks and Chefs**Occupational Outlook Handbook:** See Chefs, Cooks, and Other Kitchen

Workers

Dictionary of Occupational Titles:

Cook, School Cafeteria	313.381-030
Cook	315.361-010
Cook, Mess	315.371-010
Cook	315.381-010
Cook, Third	315.381-022
Second Cook and Baker	315.381-026

Cooks, Restaurant (OES 650260)

California Occupational Guides: See Cooks and Chefs**Occupational Outlook Handbook:** See Chefs, Cooks, and Other Kitchen Workers**Dictionary of Occupational Titles:**

Chef De Froid	313.281-010
Cook	313.361-014
Cook, Apprentice	313.361-018
Cook, Specialty, Foreign Food	313.361-030
Garde Manger	313.361-034
Cook, Barbecue	313.381-022
Ice-Cream Chef	313.381-034
Cook, Station	315.361-022
Cook, Larder	315.381-014
Cook, Railroad	315.381-018

Cooks, Short Order (OES 650350)

California Occupational Guides: See Cooks, Short Order and Fast Food**Occupational Outlook Handbook:** See Chefs, Cooks and other Kitchen Workers**Dictionary of Occupational Titles:**

Cook, Short Order	313.374-014
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Correctional & Probation Officers (OES 630170)

California Occupational Guides: See Correctional Officers; See also

Probation Officers and Parole Agents

Occupational Outlook Handbook: See Correction Officers and Social Workers**Dictionary of Occupational Titles:**

Jailer	372.367-014
Guard, Immigration	372.567-014
Correction Officer	372.667-018
Patrol Conductor	372.677-010
Police Officer II	375.367-010
Probation-and-Parole Officer	195.107-046

Cost Estimators (OES 219020)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Cost Estimators**Dictionary of Occupational Titles:**

Estimator	169.267-038
Estimator, Paperboard Boxes	221.362-018
Estimator, Printing	221.367-014
Lumber Estimator	221.482-014

Court Reporters (DOT 202.362-010)

California Occupational Guides: See Shorthand Reporters and Court Reporters**Occupational Outlook Handbook:** See Stenographers and Court Reporters

Data Entry Keyers (OES 560170)

California Occupational Guides: See Data Entry Keyers**Occupational Outlook Handbook:** See Typists, Word Processors, and Data Entry Keyers**Dictionary of Occupational Titles:**

Braille Operator	203.582-010
Braille Typist	203.582-014
Cryptographic-Machine Operator	203.582-018
Perforator Typist	203.582-038
Data Entry Clerk	203.582-054
Proof-Machine Operator	217.382-010

Data Processing Equipment (Computer) Repairers (OES 857050)

California Occupational Guides: See Data Processing Equipment Repairers; See also Electronics Repairers**Occupational Outlook Handbook:** See Computer and Office Machine Repairers; See also Engineering Technicians**Dictionary of Occupational Titles:**

Assembly Technician	633.261-010
Field Service Engineer	828.261-014

Dental Assistants (OES 660020)

California Occupational Guides: See Dental Assistants**Occupational Outlook Handbook:** See Dental Assistants**Dictionary of Occupational Titles:**

Dental Assistant	079.361-018
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Dental Hygienists (OES 329080)

California Occupational Guides: See Dental Hygienists**Occupational Outlook Handbook:** See Dental Hygienists**Dictionary of Occupational Titles:**

Dental Hygienist	078.361-010
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Dental Laboratory Technicians (OES 899210)

California Occupational Guides: See Dental Laboratory Technicians**Occupational Outlook Handbook:** See Dental Laboratory Technicians**Dictionary of Occupational Titles:**

Contour Wire Specialist, Denture	712.381-014
Dental-Laboratory Technician	712.381-018
Dental-Laboratory-Technician Apprentice	712.381-022
Orthodontic Band Maker	712.381-026
Orthodontic Technician	712.381-030
Dental Ceramist	712.381-042
Denture Waxer	712.381-046
Finisher, Denture	712.381-050

Detectives & Investigators, Private (OES 630350)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** Not Available**Dictionary of Occupational Titles:**

Security Consultant	189.167-054
Gambling Monitor	343.367-014
Manager, Internal Security	376.137-010
Investigator, Cash Shortage	376.267-010
Investigator, Fraud	376.267-014
Investigator, Private	376.267-018
Shopping Investigator	376.267-022
Alarm Investigator	376.367-010
Detective I	376.367-014
House Officer	376.367-018
Investigator	376.367-022
Undercover Operator	376.367-026
Detective II	376.667-014

Diagnostic Radiologic Technologists (OES 329210)

California Occupational Guides: See Diagnostic Radiologic Technologists**Occupational Outlook Handbook:** See Radiologic Technologists**Dictionary of Occupational Titles:**

Radiologic Technologist	078.362-026
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Dietetic Technicians (OES 325230)

California Occupational Guides: See Dieticians**Occupational Outlook Handbook:** See Dieticians and Nutritionists**Dictionary of Occupational Titles:**

Dietetic Technician	077.124-010
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Dispatchers, Non-Emergency (OES 580050)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Dispatchers**Dictionary of Occupational Titles:**

Car Clerk, Pullman	215.167-010
Taxicab Coordinator	215.367-018
Dispatcher, Relay	221.362-014
Service Clerk	221.367-070
Work-Order-Sorting Clerk	221.367-082
Dispatcher	239.167-014
Dispatcher, Maintenance Service	239.367-014
Receiver-Dispatcher	239.367-022
Dispatcher, Street Department	239.367-030
Dispatcher, Ship Pilot	248.367-026
Dispatcher, Motor Vehicle	249.167-014
Routing Clerk	249.367-070
Train Dispatcher, Assistant Chief	910.167-014
Engine Dispatcher	910.367-018
Dispatcher, Tugboat	911.167-010
Bus Dispatcher, Interstate	913.167-010
Taxicab Starter	913.367-010
Dispatcher, Oil	914.167-014
Dispatcher, Traffic Or System	919.162-010
Dispatcher	932.167-010
Dispatcher, Oil Well Services	939.362-010
Dispatcher, Service Or Work	952.167-010
Gas Dispatcher	953.167-010
Water-Service Dispatcher	954.367-010
Dispatcher, Radioactive-Waste-Disposal	955.167-010
Dispatcher, Service	959.167-010

Dispatchers, Emergency (OES 580020)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Dispatchers**Dictionary of Occupational Titles:**

Dispatcher, Security Guard	372.167-010
Alarm Operator	379.162-010
Dispatcher, Radio	379.362-010
Telecommunicator	379.362-018

Drafters (OES 225140)

California Occupational Guides: See Drafting Occupations**Occupational Outlook Handbook:** See Drafters**Dictionary of Occupational Titles:**

Drafter, Architectural	001.261-010
Drafter, Landscape	001.261-014
Drafter, Aeronautical	002.261-010
Supervisor, Drafting and Printed Circuit Design	003.131-010
Controls Designer	003.261-014
Integrated Circuit Layout Designer	003.261-018
Printed Circuit Designer	003.261-022
Drafter, Electrical	003.281-010
Drafter, Electronic	003.281-014
Drafter, Civil	005.281-010
Drafter, Structural	005.281-014
Die Designer	007.161-010
Die-Designer Apprentice	007.161-014
Engineering Assistant, Mechanical Equipment	007.161-018
Chief Drafter	007.261-010
Drafter, Castings	007.261-014
Drafter, Patent	007.261-018
Drafter, Tool Design	007.261-022
Drafter, Mechanical	007.281-010
Drafter, Directional Survey	010.281-010
Drafter, Geological	010.281-014
Drafter, Geophysical	010.281-018
Drafter, Marine	014.281-010
Drafter, Chief, Design	017.161-010
Design Drafter, Electromechanisms	017.261-014
Detailer	017.261-018
Detailer, Furniture	017.261-022
Drafter, Commercial	017.261-026
Drafter, Detail	017.261-030
Drafter, Heating and Ventilating	017.261-034
Drafter, Plumbing	017.261-038
Drafter, Automotive Design	017.261-042
Auto-Design Detailer	017.281-010
Drafter Apprentice	017.281-014
Drafter, Assistant	017.281-018
Drafter, Automotive Design Layout	017.281-026
Drafter, Oil and Gas	017.281-030
Technical Illustrator	017.281-034
Test Fixture Designer	726.364-014

Drywall Installers (OES 871080)

California Occupational Guides: See Drywall Installers and Tapers**Occupational Outlook Handbook:** See Drywall Workers and Lathers**Dictionary of Occupational Titles:**

Dry-Wall Applicator	842.361-030
Dry-Wall Applicator	842.684-014
Sheetrock Applicator	869.684-050

Electrical & Electronic Engineering Technicians (OES 225050)

California Occupational Guides: See Electrical and Electronic Engineering Technicians**Occupational Outlook Handbook:** See Engineering Technicians**Dictionary of Occupational Titles:**

Electrical Technician	003.161-010
Electronics Technician	003.161-014
Technician, Semiconductor Development	003.161-018
Instrumentation Technician	003.261-010
Calibration Laboratory Technician	019.281-010
Technical Testing Engineer	194.381-010
Electronics Assembler, Developmental	726.261-010
Electrician, Research	726.261-014
Senior Technician, Controls	828.261-018

Electrical & Electronic Engineers (OES 221260)

California Occupational Guides: See Electrical/Electronics Engineers**Occupational Outlook Handbook:** See Electrical and Electronics Engineers**Dictionary of Occupational Titles:**

Electrical Engineer	003.061-010
Electrical Test Engineer	003.061-014
Electrical-Design Engineer	003.061-018
Electrical-Prospecting Engineer	003.061-022
Electrical-Research Engineer	003.061-026
Electronics Engineer	003.061-030
Electronics-Design Engineer	003.061-034
Electronics-Research Engineer	003.061-038
Electronics-Test Engineer	003.061-042
Illuminating Engineer	003.061-046
Planning Engineer, Central Office Facilities	003.061-050
Cable Engineer, Outside Plant	003.167-010
Distribution-Field Engineer	003.167-014
Electrical Engineer, Power System	003.167-018
Electrolysis-and-Corrosion-Control Engineer	003.167-022

Electrical & Electronic Engineers--continued

Engineer of System Development	003.167-026
Engineer-In-Charge, Studio Operations	003.167-030
Induction-Coordination Power Engineer	003.167-038
Outside-Plant Engineer	003.167-042
Power-Distribution Engineer	003.167-046
Power-Transmission Engineer	003.167-050
Protection Engineer	003.167-054
Supervisor, Microwave	003.167-058
Transmission-and-Protection Engineer	003.167-066
Central-Office Equipment Engineer	003.187-010
Commercial Engineer	003.187-014
Customer-Equipment Engineer	003.187-018

Electrical & Electronic Equipment Assemblers (OES 931140)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Precision Assemblers**Dictionary of Occupational Titles:**

Electric-Motor-Control Assembler	721.381-014
Assembler	722.381-010
Group Leader, Printed Circuit Board Assembly	726.361-014
Wired	729.281-042
Wired, Cable	729.381-022
Electric-Organ Assembler and Checker	730.381-022
Transformer Assembler I	820.381-014
Assembler and Wired, Industrial Equipment	826.361-010

Electricians (OES 872020)

California Occupational Guides: See Electricians**Occupational Outlook Handbook:** See Electricians**Dictionary of Occupational Titles:**

Street-Light Repairer	729.381-018
Installer, Electrical, Plumbing, Mechanical	806.381-062
Protective-Signal Installer	822.361-018
Protective-Signal Repairer	822.361-022
Electrician	824.261-010
Electrician Apprentice	824.261-014
Airport Electrician	824.281-010
Neon-Sign Servicer	824.281-018
Street-Light Servicer	824.381-010
Electrician	824.681-010

Electrician	825.381-030
Electrician Apprentice	825.381-034
Electrician, Maintenance	829.261-018
Trouble Shooter I	952.364-010
Switch Inspector	952.381-010

Electromedical & Biomedical Equipment Repairers (OES 859080)

California Occupational Guides: See Electronics Repairers; See also

Electrical and Electronic Engineering Technicians

Occupational Outlook Handbook: See Engineering Technicians**Dictionary of Occupational Titles:**

Biomedical Equipment Technician	019.261-010
Radiological-Equipment Specialist	719.261-014
Electromedical-Equipment Repairer	729.281-030
Dental-Equipment Installer and Servicer	829.261-014

Electronic Entertainment Equipment Repairers (OES 857080)

California Occupational Guides: See Electronics Repairers; See also

Electrical and Electronic Engineering Technicians

Occupational Outlook Handbook: See Electronic Home Entertainment Equipment Repairers**Dictionary of Occupational Titles:**

Radio Repairer	720.281-010
Tape-Recorder Repairer	720.281-014
Television-and-Radio Repairer	720.281-018
Electronic Equipment Repairer	726.381-014
Audio-Video Repairer	729.281-010
Electric-Organ Inspector and Repairer	730.281-018
Television Installer	823.361-010
Electronic-Organ Technician	828.261-010

Electronic Pagination System Operators (OES 897070)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Prepress Workers**Dictionary of Occupational Titles:**

Electronic Prepress System Operator	979.282-010
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Employment Interviewers (OES 215080)

California Occupational Guides: See Employment Interviewers**Occupational Outlook Handbook:** See Employment Interviewers**Dictionary of Occupational Titles:**

Employment Interviewer	166.267-010
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Firefighters (OES 630080)

California Occupational Guides: See Firefighters**Occupational Outlook Handbook:** See Firefighting Occupations**Dictionary of Occupational Titles:**

Fire Chief's Aide	373.363-010
Fire Fighter	373.364-010
Fire Fighter, Crash, Fire, and Rescue	373.663-010
Smoke Jumper	452.364-014
Forest-Fire Fighter	452.687-014

First Line Supervisors & Managers, Retail Sales (OES 410020)

California Occupational Guides: See Retail Store Managers**Occupational Outlook Handbook:** See Retail Managers**Dictionary of Occupational Titles:**

Buyer, Grain	162.167-010
Wholesaler	185.157-018
Commissary Manager	185.167-010
Manager, Automobile Service Station	185.167-014
Manager, Distribution Warehouse	185.167-018
Manager, Food Concession	185.167-022
Manager, Machinery-Or-Equip., Rental & Leasing	185.167-026
Manager, Meat Sales and Storage	185.167-030
Manager, Parts	185.167-038
Manager, Retail Store	185.167-046
Manager, Textile Conversion	185.167-050
Manager, Tobacco Warehouse	185.167-054
Wholesaler I	185.167-070
Manager, Insurance Office	186.167-034
Manager, Employment Agency	187.167-098
Manager, Sales	187.167-138
Supervisor, Advertising-Material Distributors	230.137-010
Manager, Department	299.137-010
Sales Supervisor, Malt Liquors	299.137-014
Supervisor, Ice Storage, Sale, and Delivery	299.137-022
Supervisor, Marina Sales and Service	299.137-026

Floral Designers (OES 340381)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Designers**Dictionary of Occupational Titles:**

Color Expert	141.051-010
Commercial Designer	141.061-038

Creative Director	141.067-010
Manager, Display	142.031-014
Display Designer	142.051-010
Bank-Note Designer	142.061-010
Cloth Designer	142.061-014
Fashion Designer	142.061-018
Furniture Designer	142.061-022
Industrial Designer	142.061-026
Ornamental-Metalwork Designer	142.061-034
Safety-Clothing-and-Equipment Developer	142.061-038
Set Decorator	142.061-042
Set Designer	142.061-046
Set Designer	142.061-050
Stained Glass Artist	142.061-054
Exhibit Designer	142.061-058
Art Director	142.061-062
Floral Designer	142.081-010
Fur Designer	142.081-014
Package Designer	142.081-018
Copyist	142.281-010

Food Preparation Workers (OES 650380)

California Occupational Guides: See Bakers and Production Workers**Occupational Outlook Handbook:** See Food and Beverage Service

Occupations; see also Chefs, Cooks and other Kitchen Workers

Dictionary of Occupational Titles:

Raw Shellfish Preparer	311.674-014
Baker Helper	313.684-010
Cook Helper, Pastry	313.687-010
Carver	316.661-010
Butcher, Chicken and Fish	316.684-010
Deli Cutter-Slicer	316.684-014
Salad Maker	317.384-010
Sandwich Maker	317.664-010
Coffee Maker	317.684-010
Pantry Goods Maker	317.684-014
Cook Helper	317.687-010
Kitchen Helper	318.687-010
Scullion	318.687-014
Silver Wrapper	318.687-018
Food Assembler, Kitchen	319.484-010

Food Service (Restaurant) Managers (OES 150261)

California Occupational Guides: See Food Service Managers**Occupational Outlook Handbook:** See Restaurant and Food Service

Managers; See also Hotel Managers and Assistants

Dictionary of Occupational Titles:

Manager, Fast Food Services	185.137-010
Manager, Hotel Or Motel	187.117-038
Manager, Front Office	187.137-018
Executive Chef	187.161-010
Director, Food Services	187.167-026
Executive Housekeeper	187.167-046
Manager, Agricultural-Labor Camp	187.167-050
Manager, Camp	187.167-066
Manager, Convention	187.167-078
Manager, Food Service	187.167-106
Manager, Hotel Recreational Facilities	187.167-122
Manager, Liquor Establishment	187.167-126
Dietary Manager	187.167-206
Director, Food and Beverage	187.167-210
Manager, Boarding House	320.137-010
Manager, Lodging Facilities	320.137-014

Gardeners & Groundskeepers (OES 790300)

California Occupational Guides: See Gardeners and Groundskeepers**Occupational Outlook Handbook:** See Gardeners and Groundskeepers**Dictionary of Occupational Titles:**

Gardener, Special Effects and Instruction Models	406.381-010
Greenskeeper II	406.683-010
Cemetery Worker	406.684-010
Groundskeeper, Industrial-Commercial	406.684-014
Garden Worker	496.684-018
Landscape Specialist	406.687-010
Lawn Service Worker	408.684-010

General Office Clerks (OES 553470)

California Occupational Guides: See File Clerks**Occupational Outlook Handbook:** See General Office Clerks; see also File Clerks**Dictionary of Occupational Titles:**

Congressional-District Aide	209.362-030
Clerk, General	209.562-010
Administrative Clerk	219.362-010

Clerk, Telegraph Service	219.362-022
Contract Clerk, Automobile	219.362-026
Police Aide	243.362-014
Unit Clerk	245.362-014
Animal-Hospital Clerk	245.367-010
Blood-Donor-Unit Assistant	245.367-014
Calendar-Control Clerk, Blood Bank	245.367-018
Animal-Shelter Clerk	249.367-010
Career-Guidance Technician	249.367-014
Police Clerk	375.362-010
Dispatcher, Concrete Products	579.137-030

Grader, Dozer & Scraper (Heavy Equipment) Operators
(OES 979380)**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Material Moving Equipment

Operators

Dictionary of Occupational Titles:

Elevating-Grader Operator	850.663-014
Motor-Grader Operator	850.663-022
Bulldozer Operator I	850.683-010
Ditcher Operator	850.683-014
Form-Grader Operator	850.683-022
Scraper Operator	850.683-038
Utility-Tractor Operator	850.683-046
Heater-Planer Operator	853.683-014
Sanitary Landfill Operator	955.463-010

Graphic Arts Designers & Technicians (OES 340380)

California Occupational Guides: See Commercial Artists**Occupational Outlook Handbook:** See Visual Artists; See also Designers**Dictionary of Occupational Titles:**

Color Expert	141.051-010
Commercial Designer	141.061-038
Creative Director	141.067-010
Manager, Display	142.031-014
Display Designer	142.051-010
Bank-Note Designer	142.061-010
Cloth Designer	142.061-014
Fashion Designer	142.061-018
Furniture Designer	142.061-022
Industrial Designer	142.061-026
Ornamental-Metalwork Designer	142.061-034

Graphic Arts Designers & Technicians--continued

Safety-Clothing-and-Equipment Developer	142.061-038
Set Decorator	142.061-042
Set Designer	142.061-046
Set Designer	142.061-050
Stained Glass Artist	142.061-054
Exhibit Designer	142.061-058
Art Director	142.061-062
Floral Designer	142.081-010
Fur Designer	142.081-014
Package Designer	142.081-018
Copyist	142.281-010

Grocery Checkers (DOT 211.462-014)

California Occupational Guides: See Cashiers**Occupational Outlook Handbook:** See Cashiers

Guards & Security Officers (OES 630470)

California Occupational Guides: See Security Guards**Occupational Outlook Handbook:** See Guards**Dictionary of Occupational Titles:**

Armored-Car Guard and Driver	372.563-010
Armored-Car Guard	372.567-010
Airline Security Representative	372.667-010
Bodyguard	372.667-014
Gate Guard	372.667-030
Guard, Security	372.667-034
Merchant Patroller	372.667-038
Bouncer	376.667-010
Golf-Course Ranger	379.667-010

Hairdressers, Hairstylists & Cosmetologists (OES 680050)

California Occupational Guides: See Cosmetologists**Occupational Outlook Handbook:** See Barbers and Cosmetologists**Dictionary of Occupational Titles:**

Cosmetologist	332.271-010
Cosmetologist Apprentice	332.271-014
Hair Stylist	332.271-018
Wig Dresser	332.361-010
Make-Up Artist	333.071-010
Body-Make-Up Artist	333.271-010

Mortuary Beautician	339.361-010
Electrologist	339.371-010
Scalp-Treatment Operator	339.371-014

Hand Packers & Packagers (OES 989020)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Handlers, Equipment Cleaners, Helpers, and Laborers**Dictionary of Occupational Titles:** 65 related DOT Titles

Hard Tile Setters & Tile Layers (OES 873080)

California Occupational Guides: See Tile Setters**Occupational Outlook Handbook:** See Tilesetters**Dictionary of Occupational Titles:**

Tile Setter	861.381-054
Tile Setter Apprentice	861.381-058
Tile Setter	861.684-018

Hazardous Materials Technicians (OES 245051)

California Occupational Guides: See Hazardous Waste Technicians**Occupational Outlook Handbook:** See Science Technicians; See also Inspectors and Compliance Officers**Dictionary of Occupational Titles:**

Sanitary Engineer	005.061-030
Industrial Health Engineer	012.167-034
Biomedical Engineer	019.061-010
Environmental Analyst	029.081-010
Sanitarian	079.117-018
Industrial Hygienist	079.161.010
Hazardous Waste Management Specialist	168.267-086
Inspector, Industrial Waste	168.267-054
Environmental Hazardous Waste Tech	168.364-640
Asbestos Abatement Contractors	182.167-010
Leaded Paint Abatement Inspectors and Assessors	182.267-010
Truck Dispatchers	249.167-014
Sanitarian	529.137-014
Equipment Operators	850.683-010
Asbestos Abatement Mechanics	869.134-026
Asbestos Removal Workers	869.684-082
Leaded Paint Abatement Workers	899.364-720
Haz-Mat Truck Drivers	905.663-014
Truck Driver Helpers	905.687-010

Heating, Air Conditioning & Refrigeration Mechanics (OES 859020)

California Occupational Guides: See Heating, Air-Conditioning, and Refrigeration Mechanic

Occupational Outlook Handbook: See Heating, Air-Conditioning, and Refrigeration Technicians

Dictionary of Occupational Titles:

Heating & Air-Conditioning Installer and Servicer	637.261-014
Refrigeration Mechanic	637.261-026
Solar-Energy-System Installer	637.261-030
Air and Hydronic Balancing Technician	637.261-034
Evaporative-Cooler Installer	637.381-010
Refrigeration Unit Repairer	637.381-014
Refrigeration Mechanic	827.361-014
Oil-Burner-Servicer-and-Installer	826.281-018
Furnace Installer	826.361-010
Furnace Installer-and-Repairer, Hot Air	869.281-010

Home Health Care Workers (OES 660110)

California Occupational Guides: See Home Health Aides

Occupational Outlook Handbook: See Homemaker-Home Health Aides

Dictionary of Occupational Titles:

Home Attendant	354.377-014
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Hotel Catering Managers (Non-OES)

California Occupational Guides: See Food Service Managers

Occupational Outlook Handbook: See Restaurant and Food Service Managers; See also Hotel Managers and Assistants

Hotel Desk Clerks (OES 538080)

California Occupational Guides: See Hotel Desk Clerks

Occupational Outlook Handbook: See Hotel and Motel Desk Clerks

Dictionary of Occupational Titles:

Hotel Clerk	238.367-038
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Human Resources Occupations (OES N/A)

California Occupational Guides: See Human Resources Specialists and Managers

Occupational Outlook Handbook: See Personnel, Training, and Labor Relations Specialists and Managers

Industrial Truck & Tractor (Forklift) Operators (OES 979470)

California Occupational Guides: See Forklift Operators

Occupational Outlook Handbook: See Material Moving Equipment Operators

Dictionary of Occupational Titles:

Hot-Car Operator	519.663-014
Larry Operator	519.683-014
Transfer-Car Operator, Drier	921.583-010
Front-End Loader Operator	921.683-042
Industrial-Truck Operator	921.683-050
Straddle-Truck Operator	921.683-070
Transfer-Car Operator	921.683-078
Yard Worker	929.583-010
Tractor Operator	929.683-014

Instructional Aides (OES 315211)

California Occupational Guides: See Teacher Aides

Occupational Outlook Handbook: See Teacher Aides

Dictionary of Occupational Titles:

Teacher Aide I	099.327-010
Teacher Aide II	249.367-074

Instructional Coordinators (OES 315170)

California Occupational Guides: Not Available

Occupational Outlook Handbook: See College and University Faculty

Dictionary of Occupational Titles:

Public Health Educator	079.117-014
Laboratory Manager	090.164-010
Vocational Rehabilitation Consultant	094.117-018
Supervisor, Special Education	094.167-010
Supervisor, Education	099.117-026
Consultant, Education	099.167-014
Director, Instructional Material	099.167-018
Educational Specialist	099.167-022
Music Supervisor	099.167-026

Insurance Adjusters, Examiners & Investigators (OES 533020)

California Occupational Guides: See Insurance Adjusters, Examiners and Investigators

Occupational Outlook Handbook: See Insurance Adjusters, Examiners and Investigators; see also Adjusters, Investigators and Collectors

Dictionary of Occupational Titles:

Claim Adjuster	241.217-010
Claim Examiner	241.267-018
Investigator	241.267-030

Interpreters & Translators, Foreign Language (DOT 137.267-999)

California Occupational Guides: See Teachers, English to Speakers of Other Languages

Occupational Outlook Handbook: Not Available

Interpreters, Sign Language (DOT 137.267-014)

California Occupational Guides: Not Available

Occupational Outlook Handbook: Not Available

Interviewing (& Admitting) Clerks (OES 553320)

California Occupational Guides: See Hospital Admitting Managers and Clerks

Occupational Outlook Handbook: See Interviewing and New Accounts Clerks

Dictionary of Occupational Titles:

Hospital-Admitting Clerk	205.362-018
Outpatient-Admitting Clerk	205.362-030
Charge-Account Clerk	205.367-014
Creel Clerk	205.367-026
Registration Clerk	205.367-042
Survey Worker	205.367-054
Traffic Checker	205.367-058

Janitors & Cleaners (OES 670050)

California Occupational Guides: See Janitors and Cleaners

Occupational Outlook Handbook: See Janitors and Cleaners and Cleaning Supervisors

Dictionary of Occupational Titles:

Change-House Attendant	358.687-010
Cleaner, Commercial Or Institutional	381.687-014
Cleaner, Industrial	381.687-018

Cleaner, Laboratory Equipment	381.687-022
Cleaner, Wall	381.687-026
Patch Worker	381.687-030
Waxer, Floor	381.687-034
Janitor	382.664-010
Cleaner, Home Restoration Service	389.664-010
Sexton	389.667-010
Sweeper-Cleaner, Industrial	389.683-010
Cleaner, Window	389.007-014
Venetian-Blind Cleaner and Repairer	739.687-198
Chimney Sweep	891.687-010
Project-Crew Worker	891.687-018
Hydroelectric-Plant Maintainer	952.687-010

Law Enforcement Officers (OES 630140 and 630320)

California Occupational Guides: See Law Enforcement Occupations

Occupational Outlook Handbook: See Police, Detectives, and Special Agents

Dictionary of Occupational Titles:

Protective Officer	372.363-010
Community Service Officer, Patrol	372.367-010
Pilot, Highway Patrol	375.163-014
Accident-Prevention-Squad Police Officer	375.263-010
Police Officer I	375.263-014
State-Highway Police Officer	375.263-018
Police Officer, Crime Prevention	375.264-010
Police Officer III	375.267-038
Border Guard	375.363-010
Complaint Evaluation Officer	375.367-014
Police Officer, Booking	375.367-018
Public-Safety Officer	379.263-014
Sheriff, Deputy	377.263-010
Deputy Sheriff, Grand Jury	377.363-010
Deputy Sheriff, Building Guard	377.667-014
Deputy Sheriff, Civil Division	377.667-018

Licensed Vocational Nurses (OES 325050)

California Occupational Guides: See Licensed Vocational Nurses

Occupational Outlook Handbook: See Licensed Practical Nurses

Dictionary of Occupational Titles:

Nurse, Licensed Practical	079.374-014
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Loan & Credit Clerks (OES 531210)

California Occupational Guides: See Loan and Credit Clerks**Occupational Outlook Handbook:** See Credit Clerks and Authorizers**Dictionary of Occupational Titles:**

Credit Clerk	205.367-022
Mortgage-Closing Clerk	219.362-038
Disbursement Clerk	219.367-046
Mortgage Clerk	249.362-014
Mortgage Loan Closer	249.362-018
Mortgage Loan Processor	249.362-022

Loan Officers & Counselors (OES 211080)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Loan Officers and Counselors**Dictionary of Occupational Titles:**

Commercial Loan Collection Officer	186.167-078
Loan Officer	186.267-018
Loan Review Analyst	186.267-022
Underwriter, Mortgage Loan	186.267-026

Locksmiths & Safe Repairers (OES 859230)

California Occupational Guides: See Locksmiths**Occupational Outlook Handbook:** See Locksmiths and Safe Repairers**Dictionary of Occupational Titles:**

Locksmith	709.281-010
Locksmith Apprentice	709.281-014
Safe-and-Vault Service Mechanic	869.381-022

Machinists (OES 891080)

California Occupational Guides: See Machinist and Machine Tool Specialists**Occupational Outlook Handbook:** See Machinists and Tool Programmers**Dictionary of Occupational Titles:**

Model Maker, Firearms	600.260-018
Machinist, Experimental	600.260-022
Machinist	600.280-022
Machinist Apprentice	600.280-026
Machinist Apprentice, Automotive	600.280-030
Machinist, Automotive	600.280-034
Maintenance Machinist	600.280-042
Fluid-Power Mechanic	600.281-010
Fixture Maker	600.380-010
Rocket-Motor Mechanic	693.261-022
Machinist, Motion-Picture Equipment	714.281-018

Maintenance Repairers, General Utility (OES 851320)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See General Maintenance Mechanics**Dictionary of Occupational Titles:**

Fire-Fighting-Equipment Specialist	638.281-010
Maintenance Repairer, Industrial	899.261-014
Maintenance Repairer, Building	899.381-010

Marketing, Advertising & Public Relations Managers (OES 130110)

California Occupational Guides: See Retail Store Managers; See also Public Relations Representatives**Occupational Outlook Handbook:** See Marketing, Advertising, and Public Relations Managers**Dictionary of Occupational Titles:**

Production Manager, Advertising	141.137-010
Executive Producer, Promos	159.167-022
Manager, Export	163.117-014
Manager, Promotion	163.117-018
Director, Media Marketing	163.117-022
Director, Underwriter Solicitation	163.117-026
Manager, Advertising	163.167-010
Manager, Sales	163.167-018
Manager, Utility Sales and Service	163.167-022
Field Representative	163.267-010
Manager, Advertising	164.117-010
Manager, Advertising Agency	164.117-014
Media Director	164.117-018
Account Executive	164.167-010
Area Supervisor, Retail Chain Store	185.117-014
Fashion Coordinator	185.157-010
Supervisor of Sales	185.157-014
Manager, Vehicle Leasing and Rental	187.167-162
Manager, Customer Technical Services	189.117-018

Mechanical Engineers (OES 221350)

California Occupational Guides: See Mechanical Engineers**Occupational Outlook Handbook:** See Mechanical Engineers**Dictionary of Occupational Titles:**

Automotive Engineer	007.061-010
Mechanical Engineer	007.061-014
Mechanical-Design Engineer, Facilities	007.061-018

Mechanical Engineers--continued

Mechanical-Design Engineer, Products	007.061-022
Tool Designer	007.061-026
Tool-Designer Apprentice	007.061-030
Utilization Engineer	007.061-034
Applications Engineer, Manufacturing	007.061-038
Stress Analyst	007.061-042
Mechanical Research Engineer	007.161-022
Test Engineer, Mechanical Equipment	007.161-034
Solar-Energy-Systems Designer	007.161-038
Drawings Checker, Engineering	007.267-010

Medical & Clinical Laboratory Assistants (OES 329050)

California Occupational Guides: See Laboratory Assistants/Technicians; See also Medical and Clinical Laboratory Technologists

Occupational Outlook Handbook: See Clinical Laboratory Technologists and Technicians

Dictionary of Occupational Titles:

Medical-Laboratory Technician	078.381-014
Laboratory Assistant, Blood and Plasma	078.687-010
Laboratory Technician, Pharmaceutical	559.361-010

Medical & Clinical Laboratory Technologists (OES 329020)

California Occupational Guides: See Medical and Clinical Laboratory Technologists

Occupational Outlook Handbook: See Clinical Laboratory Technologists and Technicians

Dictionary of Occupational Titles:

Medical Technologist, Teaching Supervisor	078.121-010
Medical Technologist, Chief	078.161-010
Biochemistry Technologist	078.261-010
Microbiology Technologist	078.261-014
Cytogenetic Technologist	078.261-026
Histotechnologist	078.261-030
Medical Technologist	078.261-038
Cytotechnologist	078.281-010

Medical & Psychiatric Social Workers & Counselors (OES 273020)

California Occupational Guides: See Social Workers

Occupational Outlook Handbook: See Social Workers

Dictionary of Occupational Titles:

Substance Abuse Counselor	045.107-058
Social Worker, Medical	195.107-030
Social Worker, Psychiatric	195.107-034

Medical Assistants (OES 660050)

California Occupational Guides: See Medical Assistants

Occupational Outlook Handbook: See Medical Assistants

Dictionary of Occupational Titles:

Medical Assistant	079.362-010
Chiropractor Assistant	079.364-010
Podiatric Assistant	079.374-018
Morgue Attendant	355.667-010

Medical Records Technicians (OES 329110)

California Occupational Guides: See Medical Record Technicians and Administrators

Occupational Outlook Handbook: See Medical Record Technicians

Dictionary of Occupational Titles:

Medical Record Technician	079.362-014
Tumor Registrar	079.362-018

Medical Transcriptionists (DOT 203.582-058)

California Occupational Guides: See Typists and Word Processing Technicians

Occupational Outlook Handbook: See Stenographers and Court Reporters

Motorcycle Repairers (OES 853080)

California Occupational Guides: Not Available

Occupational Outlook Handbook: See Motorcycle, Boat, and Small-Engine Mechanics

Dictionary of Occupational Titles:

Motorcycle Repairer	620.281-054
Motorcycle Subassembly Repairer	620.684-026

Nurse Aides (OES 660080)

California Occupational Guides: See Nurse Aides/Nursing Assistants**Occupational Outlook Handbook:** See Nursing Aides and Psychiatric Aides**Dictionary of Occupational Titles:**

Nurse, Practical	354.374-010
Birth Attendant	354.377-010
First-Aid Attendant	354.677-010
Nurse Assistant	355.674-014
Orderly	355.674-018

Nurse Practitioners (DOT 075.264-010)

California Occupational Guides: See Registered Nurses; see also Nursing Careers**Occupational Outlook Handbook:** See Registered Nurses

Nursery Workers (OES 790050)

California Occupational Guides: See Nursery Workers**Occupational Outlook Handbook:** See Nursery Workers (no detail info.); See also Gardeners and Groundskeepers**Dictionary of Occupational Titles:**

Farmworker, Bulbs	405.683-010
Budder	405.684-010
Horticultural Worker I	405.684-014
Flower Picker	405.687-010
Horticultural Worker II	405.687-014
Transplanter, Orchid	405.687-018
Plant-Care Worker	408.364-010
Tree-Surgeon Helper II	408.687-018

Occupational Therapists (OES 323050)

California Occupational Guides: See Occupational Therapists**Occupational Outlook Handbook:** See Occupational Therapists**Dictionary of Occupational Titles:**

Occupational Therapist	076.121-010
Industrial Therapist	076.167-010

Occupational Therapy Assistants (OES 660210)

California Occupational Guides: See Physical Therapy Aides and Assistants**Occupational Outlook Handbook:** See Occupational Therapy Assistants and Aides**Dictionary of Occupational Titles:**

Occupational Therapy Assistant	076.364-010
Occupational Therapy Aide	355.377-010

Office Machine & Cash Register Servicers (OES 859260)

California Occupational Guides: See Office Machine Servicers**Occupational Outlook Handbook:** See Computer and Office Machine Repairers**Dictionary of Occupational Titles:**

Mail-Processing-Equipment Mechanic	633.261-014
Cash-Register Servicer	633.281-010
Dictating-Transcribing-Machine Servicer	633.281-014
Office-Machine Servicer	633.281-018
Office-Machine-Servicer Apprentice	633.281-022
Statistical-Machine Servicer	633.281-030
Aligner, Typewriter	706.381-010
Repairer, Typewriter	706.381-030

Opticians (OES 325140)

California Occupational Guides: See Dispensing Opticians**Occupational Outlook Handbook:** See Dispensing Opticians**Dictionary of Occupational Titles:**

Optician, Dispensing	299.361-010
Optician Apprentice, Dispensing	299.361-014

Painters (OES 874020)

California Occupational Guides: See Painters and Paperhangers**Occupational Outlook Handbook:** See Painters and Paperhangers**Dictionary of Occupational Titles:**

Painter	840.381-010
Painter Apprentice, Shipyard	840.381-014
Painter, Shipyard	840.381-018
Painter, Stage Settings	840.681-010
Glass Tinter	840.684-010
Paperhanger	841.381-010
Railroad-Car Letterer	845.681-010
Construction Worker I	869.664-014

Paralegal Personnel (OES 283050)

California Occupational Guides: See Paralegal Personnel**Occupational Outlook Handbook:** See Paralegals**Dictionary of Occupational Titles:**

Legal Investigator	119.267-022
Paralegal	119.267-026

Personal & Home Care Aides (OES 680350)

California Occupational Guides: See Home Health Support Occupations**Occupational Outlook Handbook:** See Private Household Workers**Dictionary of Occupational Titles:**

Homemaker	309.354-010
Blind Aide	359.573-010

Personnel Clerks (OES 553140)

California Occupational Guides: See Bookkeeping, Accounting, and Auditing Clerks; See also Clerks, General Office**Occupational Outlook Handbook:** See Personnel Clerks**Dictionary of Occupational Titles:**

Civil-Service Clerk	205.362-010
Employment Clerk	205.362-014
Identification Clerk	205.362-022
Supervisor, Contingents	205.367-050
Referral Clerk, Temporary Help Agency	205.367-062
Benefits Clerk II	205.567-010
Personnel Clerk	209.362-026
Agent-Contract Clerk	241.267-010
Assignment Clerk	249.367-090

Personnel, Training & Labor Relations Managers (OES 130050)

California Occupational Guides: See Human Resources Specialists and Managers; see also Employment Interviewers**Occupational Outlook Handbook:** See Personnel, Training and Labor Relations Specialists and Managers**Dictionary of Occupational Titles:**

Director, Industrial Relations	166.117-010
Manager, Personnel	166.117-018
Manager, Benefits	166.167-018
Manager, Education and Training	166.167-026
Manager, Employment	166.167-030
Program Specialist, Employee-Health Maint.	166.167-050
Apprenticeship Consultant	188.117-010
Director, Merit System	188.117-086
Commissioner of Conciliation	188.217-010

Pharmacists (OES 325170)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Pharmacists**Dictionary of Occupational Titles:**

Pharmacist	074.161-010
Radiopharmacist	074.161-014
Director, Pharmacy Services	074.167-010

Pharmacy Technicians (OES 325181)

California Occupational Guides: See Pharmacy Technicians (Hospital)**Occupational Outlook Handbook:** Pharmacy Assistants (no detail info.)**Dictionary of Occupational Titles:**

Pharmacy Technician	074.382-010
Certified Medication Technician	355.374-014

Photographers (OES 340230)

California Occupational Guides: See Photographers**Occupational Outlook Handbook:** See Photographers and Camera Operators**Dictionary of Occupational Titles:**

Photographer, Aerial	143.062-014
Photographer, Apprentice	143.062-018
Photographer, Scientific	143.062-026
Photographer, Still	143.062-030
Photojournalist	143.062-034
Biological Photographer	143.362-010
Ophthalmic Photographer	143.362-014
Photographer, Finish	143.382-014
Photographer	143.457-010
Sewer-Line Photo-Inspector	851.362-010

Photographic Processing Machine Operators (OES 929080)

California Occupational Guides: See Photofinishing Occupations**Occupational Outlook Handbook:** See Photographic Process Workers**Dictionary of Occupational Titles:**

Platemaker, Semiconductor Packages	972.384-014
Camera Operator, Title	976.382-010
Color-Printer Operator	976.382-014
Film Developer	976.382-018
Photographic Aligner, Semiconductor Wafers	976.382-030
Photo Mask Processor	976.384-014
Microfilm Processor	976.385-010
Take-Down Sorter	976.665-010

Photographic Processing Machine Operators--continued

Film Printer	976.682-010
Printer Operator, Black-and-White	976.682-014
Rectification Printer	976.682-018
Microfilm-Camera Operator	976.682-022
Film Laboratory Technician	976.684-014
Contact Printer, Printed Circuit Boards	976.684-030
Contact Worker, Lithography	976.684-038
Developer, Automatic	976.685-014
Film Laboratory Technician	976.685-018
Mounter, Automatic	976.685-022
Print Developer, Automatic	976.685-026
Utility Worker, Film Processing	976.685-030
Developer, Printed Circuit Board Panels	976.685-034

Physical Therapist Assistants (OES 660171)

California Occupational Guides: See Physical Therapy Aides and Assistants**Occupational Outlook Handbook:** See Physical and Corrective Therapy Assistants and Aides**Dictionary of Occupational Titles:**

Physical Therapist Assistant	076.224-010
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Physical Therapists (OES 323080)

California Occupational Guides: See Physical Therapists**Occupational Outlook Handbook:** See Physical Therapists**Dictionary of Occupational Titles:**

Physical Therapist	076.121-014
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Physical Therapy Aides (OES 660172)

California Occupational Guides: See Physical Therapy Aides and Assistants**Occupational Outlook Handbook:** See Physical and Corrective Therapy Assistants and Aides (no detail info.)**Dictionary of Occupational Titles:**

Physical Therapist Assistant	076.224-010
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Plumbers (OES 875020)

California Occupational Guides: See Plumbers**Occupational Outlook Handbook:** See Plumbers and Pipefitters**Dictionary of Occupational Titles:**

Pipe Fitter	862.261-010
Coppersmith	862.281-010

Coppersmith Apprentice	862.281-014
Pipe Fitter	862.281-022
Pipe-Fitter Apprentice	862.281-026
Gas-Main Fitter	862.361-014
Pipe Fitter, Diesel Engine I	862.361-018
Steam Service Inspector	862.361-022
Industrial-Gas Fitter	862.381-014
Pipe Fitter, Diesel Engine II	862.381-022
Plumber	862.381-030
Plumber Apprentice	862.381-034
Plumber	862.681-010
Pipe Cutter	862.682-010
Water-Softener Servicer-and-Installer	862.684-034

Pre-Press Workers (Non-OES)

California Occupational Guides: See Compositors and Typesetters; See also Commercial Printing Press Operators**Occupational Outlook Handbook:** See Prepress Workers

Printing Press Machine Operators (OES 925430)

California Occupational Guides: See Commercial Printing Press Operators**Occupational Outlook Handbook:** See Printing Press Operators**Dictionary of Occupational Titles:**

Embossing-Machine Tender	649.685-038
Proof-Press Operator	651.582-010
Lithographic-Proofer Apprentice	651.582-014
Assistant-Press Operator	651.585-010
Offset-Duplicating-Machine Operator	651.682-014
Striper	651.682-018
Bag Printer	651.685-010
Design Printer, Balloon	651.685-014
Offset-Press Operator Ii	651.685-018
Platen-Press Feeder	651.685-022
Assistant Press Operator, Offset	651.685-026
Rubber-Printing-Machine Operator	652.462-010
Marker	652.582-010
Rotary-Screen-Printing-Machine Operator	652.582-014
Print-Line Operator	652.662-018
Embossograph Operator	652.682-014
Screen-Printing-Machine Operator	652.682-018
Stamping-Press Operator	652.682-030
Back Tender, Cloth Printing	652.685-010
Binding Printer	652.685-014

Printing Press Machine Operators--continued

Decorating-Machine Operator	652.685-026
Ink Printer	652.685-038
Marking-Machine Operator	652.685-046
Marking-Machine Operator	652.685-050
Name-Plate Stamper	652.685-054
Press Feeder	652.685-058
Printer	652.685-062
Printer, Floor Covering	652.685-066
Printing-Machine Operator, Folding Rules	652.685-074
Roller Operator	652.685-078
Stamper	652.685-082
Strike-Off-Machine Operator	652.685-090
Ticketer	652.685-098
Wad-Printing-Machine Operator	652.685-102
Symbol Stamper, Semiconductor Packages	652.685-110
Printer-Slotter Operator	659.662-010
Instant Print Operator	979.362-010
Clamper	979.382-010
Silk-Screen Printer, Machine	979.685-010

Property & Real Estate Managers (OES 150110)

California Occupational Guides: See Apartment Managers**Occupational Outlook Handbook:** See Property and Real Estate Managers**Dictionary of Occupational Titles:**

Manager, Land Development	186.117-042
Manager, Leasing	186.117-046
Real-Estate Agent	186.117-058
Rental Manager, Public Events Facilities	186.117-062
Manager, Apartment House	186.167-018
Manager, Housing Project	186.167-030
Manager, Land Leases-and-Rentals	186.167-038
Manager, Market	186.167-042
Manager, Property	186.167-046
Condominium Manager	186.167-062
Manager, Real-Estate Firm	186.167-066
Manager, Title Search	186.167-090
Superintendent, Building	187.167-190
Business-Opportunity-&-Prop.-Investment Broker	189.157-010
Lease Buyer	191.117-030
Permit Agent, Geophysical Prospecting	191.117-042
Right-Of-Way Agent	191.117-046
Right-Of-Way Supervisor	191.117-050

Psychiatric Technicians (OES 329310)

California Occupational Guides: See Psychiatric Technicians**Occupational Outlook Handbook:** See Nursing Aides and Psychiatric Aides**Dictionary of Occupational Titles:**

Psychiatric Technician	079.374-026
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Receptionists & Information Clerks (OES 553050)

California Occupational Guides: See Receptionists and Information Clerks**Occupational Outlook Handbook:** See Receptionists**Dictionary of Occupational Titles:**

Credit Reporting Clerk	203.362-014
Registrar	205.367-038
Information Clerk, Automobile Club	237.267-010
Appointment Clerk	237.367-010
Information Clerk	237.367-018
Information Clerk	237.367-022
Land-Leasing Examiner	237.367-026
Receptionist	237.367-038
Referral-and-Information Aide	237.367-042
Telephone Quotation Clerk	237.367-046
Tourist-Information Assistant	237.367-050
Space Scheduler	238.367-022
Scheduler	238.367-034
Policyholder-Information Clerk	249.262-010
Park Aide	249.367-082

Recreation Workers (OES 273110)

California Occupational Guides: See Recreation Workers**Occupational Outlook Handbook:** See Recreation Workers; see also

Recreation Attendants

Dictionary of Occupational Titles:

Manager, Pool	153.137-010
Counselor, Camp	159.124-010
Recreation Supervisor	187.167-238
Program Aide, Group Work	195.227-010
Recreation Leader	195.227-014
Director, Social	352.167-010

Registered Nurses (OES 325020)

California Occupational Guides: See Registered Nurses and Nurse Practitioners

Occupational Outlook Handbook: See Registered Nurses

Dictionary of Occupational Titles:

Nurse, School	075.124-010
Nurse, Staff, Community Health	075.124-014
Nurse, Consultant	075.127-014
Nurse, Supervisor, Community-Health Nursing	075.127-026
Nurse, Supervisor, Evening-Or-Night	075.127-030
Nurse, Infection Control	075.127-034
Nurse, Supervisor, Occupational Health Nursing	075.137-010
Nurse, Head	075.137-014
Nurse, Supervisor	075.167-010
Quality Assurance Coordinator	075.167-014
Nurse Practitioner	075.264-010
Nurse-Midwife	075.264-014
Nurse, General Duty	075.364-010
Nurse Anesthetist	075.371-010
Nurse, Office	075.374-014
Nurse, Private Duty	075.374-018
Nurse, Staff, Occupational Health Nursing	075.374-022

Respiratory Care Practitioners & Therapists (OES 323020)

California Occupational Guides: See Respiratory Therapists

Occupational Outlook Handbook: See Respiratory Therapists

Dictionary of Occupational Titles:

Respiratory Therapist	076.361-014
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Roofers (OES 878080)

California Occupational Guides: See Carpenters

Occupational Outlook Handbook: See Roofers

Dictionary of Occupational Titles:

Roofer	866.381-010
Roofer Apprentice	866.381-014
Roofer Applicator	866.684-010

Sales Agents & Placers, Insurance (OES 430020)

California Occupational Guides: See Insurance Sales Agents

Occupational Outlook Handbook: See Insurance Agents and Brokers

Dictionary of Occupational Titles:

Placer	239.267-010
Sales Agent, Insurance	250.257-010

Sales Representatives (OES 490080)

California Occupational Guides: See Manufacturers' Sales Representatives; see also Food Product Sales Representatives

Occupational Outlook Handbook: See Manufacturers' and Wholesale Sales Representatives; see also Securities and Financial Services Sales Representatives or Services Sales Representatives

Dictionary of Occupational Titles:

Commission Agent, Livestock	162.157-026
Sales Representative, Livestock	260.257-010
Commission Agent, Agricultural Produce	260.357-010
Sales Representative, Food Products	260.357-014
Sales Representative, Malt Liquors	260.357-018
Sales Representative, Tobacco Prod. and Smoking	260.357-022
Sales Representative, Apparel Trimmings	261.357-010
Sales Representative, Canvas Products	261.357-014
Sales Representative, Men's and Boys' Apparel	261.357-022
Sales Representative, Safety Apparel and Equip.	261.357-026
Sales Representative, Textiles	261.357-030
Sales Representative, Uniforms	261.357-034
Sales Representative, Women's and Girls' Apparel	261.357-038
Sales Representative, Fuels	269.357-010
Sales Representative, Petroleum Products	269.357-014
Sales Representative, Motor Vehicles and Supplies	273.357-022
Sales Representative, Bottles and Bottling Equip.	274.357-014
Sales Representative, Containers	274.357-026
Sales Representative, Hardware Supplies	274.357-034
Sales Representative, Industrial Rubber Goods	274.357-042
Sales Representative, Printing Supplies	274.357-062
Sales Representative, Textile Designs	274.357-066
Sales Representative, Barber and Beauty Equip.	275.357-010
Sales Representative, Church Furn. & Religious	275.357-014
Sales Rep., Commercial Equip. and Supplies	275.357-018
Sales Representative, Cordage	275.357-022
Sales Representative, Hotel and Restaurant Equip.	275.357-026
Sales Representative, Mortician Supplies	275.357-030
Sales Representative, Office Machines	275.357-034
Sales Representative, Pressure-Sensitive Tape	275.357-038
Sales Representative, School Equip. & Supplies	275.357-042
Sales Representative, Shoe Leather and Findings	275.357-046
Sales Representative, Vending and Coin Machines	275.357-050
Salesperson, Florist Supplies	275.357-054
Sales Representative, Architectural and Engineer.	276.357-010
Sales Representative, Hobbies and Crafts	277.357-010

Sales Representatives--continued

Sales Representative, Musical Instruments	277.357-014
Sales Representative, Novelties	277.357-018
Sales Representative, Publications	277.357-022
Sales Representative, Recreation & Sport. Goods	277.357-026
Sales Representative, Writing and Marking Pens	277.357-030
Manufacturer's Representative	279.157-010
Sales Representative, General Merchandise	279.357-014
Sales Representative, Jewelry	279.357-018
Sales Representative, Leather Goods	279.357-022
Sales Representative, Paper and Paper Products	279.357-026
Sales Representative, Plastic Products	279.357-030
Sales Representative, Water-Softening Equipment	279.357-034

Salespersons, Parts (OES 490140)

California Occupational Guides: Automobile Parts Counter Workers**Occupational Outlook Handbook:** See Retail Sales Workers**Dictionary of Occupational Titles:**

Salesperson, Photographic Supplies and Equip.	277.357-050
Salesperson, Parts	279.357-062

Salespersons, Retail (OES 490112)

California Occupational Guides: See Retail Store Managers**Occupational Outlook Handbook:** See Retail Sales Workers**Dictionary of Occupational Titles:** 52 related DOT Titles

Secretaries, General (OES 551080)

California Occupational Guides: See Secretaries**Occupational Outlook Handbook:** See Secretaries**Dictionary of Occupational Titles:**

Social Secretary	201.162-010
Membership Secretary	201.362-018
School Secretary	201.362-022
Script Supervisor	201.362-026
Secretary	201.362-030
Trust Operations Assistant	219.362-074

Secretaries, Legal (OES 551020)

California Occupational Guides: See Legal Secretaries**Occupational Outlook Handbook:** See Secretaries**Dictionary of Occupational Titles:**

Legal Secretary	201.362-010
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Secretaries, Medical (OES 551050)

California Occupational Guides: See Medical Secretaries**Occupational Outlook Handbook:** See Secretaries**Dictionary of Occupational Titles:**

Medical Secretary	201.362-014
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Sheet Metal Workers (OES 891320)

California Occupational Guides: See Sheet Metal Workers**Occupational Outlook Handbook:** See Sheetmetal Workers**Dictionary of Occupational Titles:**

Sheet-Metal Worker	804.281-010
Sheet-Metal-Worker Apprentice	804.281-014

Social Workers (OES 273050)

California Occupational Guides: See Social Workers**Occupational Outlook Handbook:** See Social Workers**Dictionary of Occupational Titles:**

Supervisor, Volunteer Services	187.137-014
Field Representative	189.267-010
Caseworker	195.107-010
Caseworker, Child Welfare	195.107-014
Caseworker, Family	195.107-018
Social Group Worker	195.107-022
Social Worker, Delinquency Prevention	195.107-026
Social Worker, School	195.107-038
Correctional-Treatment Specialist	195.107-042
Probation-and-Parole Officer	195.107-046
Casework Supervisor	195.137-010
Group Worker	195.164-010
Community Organization Worker	195.167-010
Community Relations and Services Advisor	195.167-014
Patient-Resources-and-Reimbursement Agent	195.267-018
Child Support Officer	195.267-022
Community Worker	195.367-018
Preparole-Counseling Aide	195.367-026

Speech-Language Pathologists & Audiologists (OES 323140)

California Occupational Guides: See Speech-Language Pathologists and Audiologists

Occupational Outlook Handbook: See Speech-Language Pathologists and Audiologists

Dictionary of Occupational Titles:

Audiologist	076.101-010
Voice Pathologist	076.104-010
Speech Pathologist	076.107-010

Statistical Financial Analysts (OES 253150)

California Occupational Guides: See Statisticians

Occupational Outlook Handbook: See Statisticians; See also Budget Analysts

Dictionary of Occupational Titles:

Investment Analysts	160.267-026
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Stock Clerks & Warehouse Workers (OES 580230)

California Occupational Guides: See Stock Clerks

Occupational Outlook Handbook: See Stock Clerks

Dictionary of Occupational Titles:

Merchandise Distributor	219.367-018
Space-and-Storage Clerk	219.387-026
Stock Control Clerk	219.387-030
Odd-Piece Checker	221.587-018
Outsole Scheduler	221.587-022
Metal-Control Coordinator	222.167-010
Cut-File Clerk	222.367-014
Film-Or-Tape Librarian	222.367-026
Magazine Keeper	222.367-038
Parts Clerk	222.367-042
Prescription Clerk, Lens-and-Frames	222.367-050
Tool-Crib Attendant	222.367-062
Fuel-Oil Clerk	222.387-018
Inventory Clerk	222.387-026
Linen-Room Attendant	222.387-030
Material Clerk	222.387-034
Property Custodian	222.387-042
Stock Clerk	222.387-058
Storekeeper	222.387-062
Checker, Bakery Products	222.487-010
Kitchen Clerk	222.587-022
Transformer-Stock Clerk	222.587-054

Meat Clerk	222.684-010
Tooth Clerk	222.687-038
Protective-Clothing Issuer	222.687-046
Field Recorder	229.367-010
Parts Lister	229.367-014
Quality-Control Clerk	229.587-014
Parts-Order-and-Stock Clerk	249.367-058
Supply Clerk	339.687-010
Central-Supply Worker	381.687-010
Custodian, Athletic Equipment	969.367-010

Surgical Technicians (OES 329280)

California Occupational Guides: See Surgical Technicians

Occupational Outlook Handbook: See Surgical Technologists

Dictionary of Occupational Titles:

Surgical Technician	079.374-022
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Systems Analysts, Computer (OES 251020)

California Occupational Guides: See Computer Systems Analysts

Occupational Outlook Handbook: See Computer Scientists and Systems Analysts

Dictionary of Occupational Titles:

Programmer-Analyst	030.162-014
Systems Programmer	030.162-022
Systems Analyst	030.167-014
Quality Assurance Analyst	033.262-010
Information Scientist	109.067-010

Teachers & Instructors, Vocational Education (OES 313140)

California Occupational Guides: See Trade and Technical Teachers

Occupational Outlook Handbook: See Adult Education Teachers

Dictionary of Occupational Titles:

Instructor, Psychiatric Aide	075.127-010
Instructor, Business Education	090.222-010
Instructor, Vocational Training	097.221-010
Instructor, Correspondence School	099.227-014
Instructor, Ground Services	099.227-018
Teacher, Adult Education	099.227-030
Instructor, Technical Training	166.221-010
Training Representative	166.227-010
Private-Branch-Exchange Service Adviser	235.222-010
Customer-Service-Representative Instructor	239.227-010

Teachers & Instructors, Vocational Education--continued

Police-Academy Instructor	375.227-010
Training Technician	522.264-010
Field-Service Representative	621.221-010
Instructor, Weaving	683.222-010
Instructor	689.324-010
Instructor, Watch Assembly	715.221-010
Instructor, Decorating	740.221-010
Instructor	788.222-010
Instructor, Apparel Manufacture	789.222-010
Instructor, Bus, Trolley, and Taxi	919.223-010
Instructor, Wastewater-Treatment Plant	955.222-010

Teachers, Elementary School (OES 313050)

California Occupational Guides: See Elementary School Teachers**Occupational Outlook Handbook:** See School Teachers-Kindergarten, Elementary, and Secondary**Dictionary of Occupational Titles:**

Teacher, Elementary School	092.227-010
Instructor, Physical Education	099.224-010

Teachers, Kindergarten (OES 313022)

California Occupational Guides: See Elementary School Teachers; See also Preschool Teachers**Occupational Outlook Handbook:** See School Teachers-Kindergarten, Elementary, and Secondary**Dictionary of Occupational Titles:**

Teacher, Kindergarten	092.227-014
Teacher, Preschool	092.227-018

Teachers, Preschool (OES 313021)

California Occupational Guides: See Preschool Teachers**Occupational Outlook Handbook:** See Preschool Workers**Dictionary of Occupational Titles:**

Teacher, Kindergarten	092.227-014
Teacher, Preschool	092.227-018

Teachers, Secondary School (OES 313080)

California Occupational Guides: See Secondary School Teachers**Occupational Outlook Handbook:** See School Teachers-Kindergarten, Elementary, and Secondary**Dictionary of Occupational Titles:**

Teacher, Industrial Arts	091.221-010
Teacher, Secondary School	091.227-010
Instructor, Physical Education	099.224-010
Instructor, Military Science	099.227-022

Teachers, Special Education (OES 313110)

California Occupational Guides: See Special Education Teachers**Occupational Outlook Handbook:** See School Teachers-Kindergarten, Elementary, and Secondary**Dictionary of Occupational Titles:**

Work-Study Coordinator, Special Education	094.107-010
Teacher, Hearing Impaired	094.224-010
Teacher, Physically Impaired	094.224-014
Teacher, Visually Impaired	094.224-018
Teacher, Emotionally Impaired	094.227-010
Teacher, Mentally Impaired	094.227-022
Teacher, Vocational Training	094.227-026
Teacher, Learning Disabled	094.227-030
Evaluator	094.267-010
Teacher, Resource	099.227-042
Supervisor, Contract-Sheltered Workshop	187.134-010
Teacher, Home Therapy	195.227-018

Technical Writers (OES 340050)

California Occupational Guides: See Technical Writers**Occupational Outlook Handbook:** See Writers and Editors**Dictionary of Occupational Titles:**

Writer, Technical Publications	131.267-026
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Telemarketers (OES 490260)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Interviewing and New Accounts Clerks; see also Services Sales Representatives**Dictionary of Occupational Titles:**

Salesperson-Demonstrator, Party Plan	279.357-038
Subscription Crew Leader	291.157-010
Sales Representative, Door-To-Door	291.357-010

Telemarketers--continued

Lei Seller	291.454-010
Cigarette Vendor	291.457-010
Lounge-Car Attendant	291.457-014
Peddler	291.457-018
Vendor	291.457-022
Newspaper Carrier	292.457-010
Telephone Solicitor	299.357-014

Telephone & Cable T.V. Line Installers & Repairers (OES 857020)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Line Installers and Cable Splicers**Dictionary of Occupational Titles:**

Cable Television Installer	821.281-010
Line Installer-Repairer	822.381-014

Tellers (OES 531020)

California Occupational Guides: See Tellers**Occupational Outlook Handbook:** See Bank Tellers**Dictionary of Occupational Titles:**

Foreign Banknote Teller-Trader	211.362-014
Teller	211.362-018
Teller, Vault	211.382-010
Coupon Clerk	219.462-010

Traffic, Shipping & Receiving Clerks (OES 580280)

California Occupational Guides: See Shipping and Receiving Clerks**Occupational Outlook Handbook:** See Traffic, Shipping, and Receiving Clerks**Dictionary of Occupational Titles:**

Reconsignment Clerk	209.367-042
Traffic Clerk	214.587-014
Paper-Control Clerk	219.367-022
Shipping-Order Clerk	219.367-030
Industrial-Order Clerk	221.367-022
Ticket Puller	221.687-014
Truckload Checker	222.367-066
Car Checker	222.387-014
Gun-Repair Clerk	222.387-022
Shipping and Receiving Clerk	222.387-050

Sorter-Pricer	222.387-054
Milk-Receiver, Tank Truck	222.485-010
Grain Elevator Clerk	222.567-010
Ship Runner	222.567-014
Distributing Clerk	222.587-018
Route-Delivery Clerk	222.587-034
Vault Worker	222.587-058
Routing Clerk	222.687-022
Shipping Checker	222.687-030
Incoming-Freight Clerk	248.362-010
Booking Clerk	248.367-014
Container Coordinator	248.367-022
Checker	919.687-010
Photofinishing Laboratory Worker	976.687-018

Travel Agents (OES 430210)

California Occupational Guides: See Travel Agents**Occupational Outlook Handbook:** See Travel Agents**Dictionary of Occupational Titles:**

Travel Agent	252.152-010
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Truck Drivers, Heavy & Tractor-Trailer (OES 971020)

California Occupational Guides: See Truck Drivers, Heavy**Occupational Outlook Handbook:** See Truck Drivers**Dictionary of Occupational Titles:**

Concrete-Mixing-Truck Driver	900.683-010
Dump-Truck Driver	902.683-010
Explosives-Truck Driver	903.683-010
Powder-Truck Driver	903.683-014
Tank-Truck Driver	903.683-018
Tractor-Trailer-Truck Driver	904.383-010
Log-Truck Driver	904.683-010
Milk Driver	905.483-010
Garbage Collector Driver	905.663-010
Truck Driver, Heavy	905.663-014
Van Driver	905.663-018
Water-Truck Driver II	905.683-010
Hostler	909.663-010
Driver-Utility Worker	919.663-018
Tow-Truck Operator	919.663-026
Drip Pumper	953.583-010

Truck Drivers, Light & Delivery (OES 971050)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Truck Drivers**Dictionary of Occupational Titles:**

Food-Service Driver	906.683-010
Liquid-Fertilizer Servicer	906.683-014
Telephone-Directory-Distributor Driver	906.683-018
Truck Driver, Light	906.683-022
Driver	913.663-018
Escort Vehicle Driver	919.663-022

Upholsterers (OES 895080)

California Occupational Guides: See Upholsterer**Occupational Outlook Handbook:** See Upholsterers**Dictionary of Occupational Titles:**

Automobile Upholsterer	780.381-010
Automobile-Upholsterer Apprentice	780.381-014
Furniture Upholsterer	780.381-018
Furniture-Upholsterer Apprentice	780.381-022
Upholsterer, Limousine and Hearse	780.381-026
Upholsterer, Inside	780.381-038
Upholsterer	780.384-014
Upholstery Repairer	780.684-122

Veterinary Assistants (OES 798060)

California Occupational Guides: See Veterinary Technicians; see also Animal Health Technicians**Occupational Outlook Handbook:** See Animal Caretakers**Dictionary of Occupational Titles:** N/A

Video Editors (DOT 962.262-999)

California Occupational Guides: See Film Editors (Motion Picture and Video Tape)**Occupational Outlook Handbook:** Not Available

Vocational & Educational Counselors (OES 315140)

California Occupational Guides: See Counselors, Rehabilitation and School**Occupational Outlook Handbook:** See Counselors**Dictionary of Occupational Titles:**

Counselor	045.107-010
Counselor, Nurses' Association	045.107-014
Director of Counseling	045.107-018

Residence Counselor	045.107-038
Vocational Rehabilitation Counselor	045.107-042
Counselor, Marriage and Family	045.107-054
Director of Guidance In Public Schools	045.117-010
Foreign-Student Adviser	090.107-010
Supervisor, Special Services	169.267-026

Waiters & Waitresses (OES 650080)

California Occupational Guides: See Waiters/Waitresses**Occupational Outlook Handbook:** See Food and Beverage Service Workers**Dictionary of Occupational Titles:**

Wine Steward/Stewardess	310.357-010
Waiter/Waitress, Bar	311.477-018
Waiter/Waitress, Dining Car	311.477-022
Waiter/Waitress, Formal	311.477-026
Waiter/Waitress, Informal	311.477-030
Waiter/Waitress, Buffet	311.674-018
Mess Attendant	350.677-010
Steward/Stewardess, Wine	350.677-026
Waiter/Waitress	350.677-030
Waiter/Waitress, Club	352.677-018

Water Treatment Plant Operators (OES 950020)

California Occupational Guides: See Water and Wastewater Treatment Plant Operators**Occupational Outlook Handbook:** See Water and Wastewater Treatment Plant Operators**Dictionary of Occupational Titles:**

Pump-Station Operator, Waterworks	954.382-010
Water-Treatment-Plant Operator	954.382-014
Wastewater-Treatment-Plant Operator	955.362-010
Clarifying-Plant Operator	955.382-010
Waste-Treatment Operator	955.382-014
Wastewater-Treatment-Plant Attendant	955.585-010

Welders (OES 939140)

California Occupational Guides: See Welders and Cutters**Occupational Outlook Handbook:** See Welders, Cutters, and Welding

Machine Operators

Dictionary of Occupational Titles:

Heat Welder, Plastics	553.684-010
Liner Assembler	613.667-010
Torch-Straightener-and Heater	709.684-086
Lead Burner	727.684-022
Welder Apprentice, Arc	810.384-010
Welder, Arc	810.384-014
Welder, Gun	810.664-010
Welder, Tack	810.684-010
Welder Apprentice, Gas	811.684-010
Welder, Gas	811.684-014
Brazer, Assembler	813.684-010
Arc Cutter	816.364-010
Thermal Cutter, Hand	816.464-010
Thermal Cutter, Hand	816.684-010
Lead Burner	819.281-010
Lead-Burner Apprentice	819.281-014
Welder, Experimental	819.281-022
Welder-Fitter	819.361-010
Welder-Fitter Apprentice	819.361-014
Welder-Assembler	819.381-010
Welder, Combination	819.384-010
Welder Apprentice, Combination	819.384-014
Welder, Production Line	819.684-010

Note: Pages 596-598 (sample questionnaire) are not included in the electronic “pdf” document.

Schools and Training Providers Listed by Training Sector

Adult Education Schools (Public)

Folsom-Cordova Adult Education	413
Grant Adult & Community Education	416
Nevada Union Adult Education	446
Orange Grove Adult Education	454
Placer School for Adults	461
Roseville Adult School	465
San Juan Adult Education-Career Training Institute	489
Skills & Business Education Center, Sacramento City USD	505

Apprenticeships

Boilermaker J.A.C.	369
Carpenters 46 Northern California Counties JATC	382
Carpenters Apprenticeship Training Center	383
Carpet, Linoleum, Tile, Local #1237	384
Cement Masons, Local #582	385
Drywall/Lathing JATC	407
Field Ironworkers Apprentice Training Program	412
Joint Apprenticeship for Plumbing	430
Millmen & Industrial Carpenters Union, Local #1618	436
Operating Engineers JAC	453
Painters and Tapers, Local #487	457
Roofing Apprenticeship and Training	464
Sacramento Area Electrical JATC	467
Sacramento Area Plasterers JAC	467
Sacramento Automotive JAC	468
Sacramento Bricklayers, Local #3	468
Sacramento Glaziers Joint Apprenticeship	487
Sacramento Valley Sheet Metal Apprenticeship	488
Stationary Engineers, Local #39	509
Tile Layers, Local #4	510
United Food & Commercial Workers, Local #588	516
WECA Electrical Apprenticeship Program	525

Community Colleges

American River College	354
Cosumnes River College	395
Cosumnes River College-El Dorado Center	402

Lake Tahoe Community College	431
Sacramento City College	469
Sierra College	495
Sierra College-Nevada County Campus	501
Yuba College--Woodland Campus	533

Regional Occupational Programs (Public)

49er Regional Occupational Programs	351
Central Sierra Regional Occupational Programs	387
Sacramento County Regional Occupational Programs	478
Yolo County Regional Occupational Programs	530

Schools, Colleges & Universities (Private)

Advanced Career Technologies Institute	353
Anthony Schools	366
Automotive Diagnostics	366
Baraban Training Institute	367
Bartenders School of Sacramento	367
Basic Business Training	368
Boston Reed Company	370
Breining Institute	370
Business & Technology Training Institute	371
Cal Trade Welding Schools	373
California Academy of Merchandising, Art & Design	374
California Alarm & Lock Institute	374
California Institute of Jewelry Training	375
California Motel Training	376
California Paralegal Training	376
California Security Training Academy	377
Career College of Cosmetology	380
Careers In Construction	381
Center for Employment Training	385
Center for Paralegal Education	387
Chapman University	390
Chapman University-Diamond Springs Learning Center	390
Citrus Heights Beauty College	391
College for Early Childhood Educators, The	392
CompuVista Business Institute	392
Construction Plus Training	393
Cook School of Real Estate	394
D-Q University	405
Dolphin Swim School & Scuba Diving Center	406

Schools, Colleges & Universities (Private)--continued

EBM Business Institute	407
Elayan Dental Lab Institute	408
Elite Academy	409
Embry-Riddle Aeronautical University	409
Executive Flyers	410
Federico College of Hairstyling	411
Golden & Sons Unibody and Refinishing School	414
Golden Gate University	415
Goodwill Industries of Sacramento Valley	415
H & R Block Tax School	418
Hazardous Environmental Education Services	418
Heald Institute of Technology	420
Heald Business College	419
Healing Arts Institute	421
High-Tech Institute Medical Careers	422
Humphreys College	423
Innovative Solutions	425
Institute of Therapeutic Massage	426
Integrative Therapy School	427
ITT Technical Institute	428
Ja'onna's Medical & Laboratory Skills Training	429
Jerrylee Beauty College	429
Lincoln Law School of Sacramento	433
Lincoln Training Centers	434
Lorenzo Patino School of Law	434
Lumblau Real Estate School	435
Lydia Reibel Floral Design School	435
McGeorge School of Law	436
Mind-Body Training Center	437
Moler Barber College	438
Montessori Teacher College Sacramento	438
MTI Western Business College	439
My-Le's Beauty College	442
National Career Education	443
National Training Institute of California	444
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Office Managers & Administrative Assistants

Business & Technology Training Institute	371
California State University, Sacramento-Regional & Continuing Ed	380
Heald Business College	419
Lake Tahoe Community College	431
MTI Western Business College	439
New Directions Learning Center	447
New Horizons Computer Learning Center	449
Roseville Adult School	465
Sawyer College	492

Opticians

National Career Education	443
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Painters

Painters and Tapers, Local #487	457
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Paralegal Personnel

American River College	354
California Paralegal Training	376
Center for Paralegal Education	387
Humphreys College	423
Lorenzo Patino School of Law	434
MTI Western Business College	439
Northwestern California University School of Law	450
University of California, Davis-University Extension	521

Paramedics

American River College	354
Nevada Union Adult Education	446
Northern California Training Institute	450

Personnel Clerks

see Bookkeeping, Accounting & Auditing Clerks

Personnel, Training & Labor Relations Managers

American River College	354
California State University, Sacramento	378
California State University, Sacramento-Regional & Continuing Ed	380
Chapman University	390
Golden Gate University	415
University of California, Davis-University Extension	521
University of San Francisco College of Professional Studies	522
see also university programs in business and management	

Pet Groomers

Pacific Pet Grooming Institute	455
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Pharmacy Technicians

Sacramento County Regional Occupational Programs	478
Western Career College	526

Phlebotomists

Boston Reed Company	370
Ja'onna's Medical & Laboratory Skills Training	429

Photographers

Cosumnes River College	395
Lake Tahoe Community College	431
Sacramento City College	469
Sacramento County Regional Occupational Programs	478
Sierra College	495

Physical Therapist Assistants

Sacramento City College	469
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Physical Therapists

California State University, Sacramento	378
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Physical Therapy Aides

49er Regional Occupational Programs	351
Sacramento County Regional Occupational Programs	478
see also Physical Therapist Assistants	

Pile Drivers

Carpenters Apprenticeship Training Center	383
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Pilots & Flight Instructors

Embry-Riddle Aeronautical University	409
Executive Flyers	410
Patterson Aviation Academy	459
Sacramento Executive Helicopters	486

Plasterers

Sacramento Area Plasterers JAC	467
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Plumbers

Joint Apprenticeship for Plumbing	430
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Preschool Teachers

see Teachers, Preschool

Pre-Press Workers

Sacramento City College	469
Sacramento County Regional Occupational Programs	478
Skills & Business Education Center, Sacramento City USD	505

Printing Press Machine Operators

Sacramento City College	469
Sierra College	495
Skills & Business Education Center, Sacramento City USD	505

Private Investigators

see Detectives & Investigators, Private

Property & Real Estate Managers

California Motel Training	376
Lumblau Real Estate School	435
see also university programs in business administration, management, etc.	

Radio Production Occupations

Cosumnes River College	395
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Real Estate Agents

American River College	354
Cook School of Real Estate	394
Cosumnes River College	395
Cosumnes River College-El Dorado Center	402
Lake Tahoe Community College	431
Lumblau Real Estate School	435
Sacramento City College	469
Sierra College	495
Yuba College--Woodland Campus	533

Receptionists & Information Clerks

49er Regional Occupational Programs	351
Business & Technology Training Institute	371
Central Sierra Regional Occupational Programs	387
Cosumnes River College-El Dorado Center	402
Folsom-Cordova Adult Education	413
Goodwill Industries of Sacramento Valley	415
Grant Adult & Community Education	416
Humphreys College	423
Lincoln Training Centers	434
National Career Education	443
New Directions Learning Center	447
Office Skills Center	451
Pacific Technical Institute	455
Sacramento County Regional Occupational Programs	478

San Juan Adult Education-Career Training Institute	489
Sawyer College	492
Vocational Evaluation Services	523
Western Career College	526
Yuba College--Woodland Campus	533

Recreation Occupations

California State University, Sacramento	378
American River College	354

Registered Nurses

American River College	354
California State University, Sacramento	378
Sacramento City College	469
Sierra College	495
Sierra College-Nevada County Campus	501
University of Phoenix, Sacramento Campus	522
Yuba College--Woodland Campus	533

Respiratory Care Practitioners & Therapists

American River College	354
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Roofers

Carpenters Apprenticeship Training Center	383
Roofing Apprenticeship and Training	464

Sales Agents & Placers, Insurance

California State University, Sacramento	378
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Salespersons, Retail

49er Regional Occupational Programs	351
California Academy of Merchandising, Art & Design	374
Central Sierra Regional Occupational Programs	387
Sacramento County Regional Occupational Programs	478
Sierra College	495
Sierra College-Nevada County Campus	501
Yolo County Regional Occupational Programs	530

Scaffold Erectors

Carpenters Apprenticeship Training Center	383
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Science Technicians	
Cosumnes River College	395
Sierra College	495
Scuba Diving Instructors	
Dolphin Swim School & Scuba Diving Center	406
Secretaries, General	
49er Regional Occupational Programs	351
Business & Technology Training Institute	371
Grant Adult & Community Education	416
Humphreys College	423
Lincoln Training Centers	434
MTI Western Business College	439
New Directions Learning Center	447
Sacramento County Regional Occupational Programs	478
Sacramento City College	469
Sawyer College	492
Skills & Business Education Center, Sacramento City USD	505
Vocational Evaluation Services	523
Yolo County Regional Occupational Programs	530
Yuba College--Woodland Campus	533
Secretaries, Legal	
American River College	354
Grant Adult & Community Education	416
Heald Business College	419
Humphreys College	423
MTI Western Business College	439
Sawyer College	492
Sacramento County Regional Occupational Programs	478
Vocational Evaluation Services	523
Yuba College--Woodland Campus	533
Secretaries, Medical	
American River College	354
Heald Business College	419
Humphreys College	423
MTI Western Business College	439
National Career Education	443
New Directions Learning Center	447
Office Skills Center	451

Pacific Technical Institute	455
Sacramento City College	469
Sacramento County Regional Occupational Programs	478
San Juan Adult Education-Career Training Institute	489
Skills & Business Education Center, Sacramento City USD	505
Vocational Evaluation Services	523
Yuba College--Woodland Campus	533
Sheet Metal Workers	
Sacramento Valley Sheet Metal Apprenticeship	488
Social Workers	
California State University, Sacramento	378
University of California, Davis	517
Speech-Language Pathologists & Audiologists	
California State University, Sacramento	378
Stage Technicians	
Sacramento County Regional Occupational Programs	478
Stationary Engineers	
Stationary Engineers, Local #39	509
Statistical Financial Analysts	
California State University, Sacramento	378
Golden Gate University	415
University of California, Davis	517
Stock Clerks & Warehouse Workers	
Sacramento County Regional Occupational Programs	478
Surgical Technicians	
High-Tech Institute Medical Careers	422
Swim Instructors	
Dolphin Swim School & Scuba Diving Center	406

Systems Analysts, Computer	
California State University, Sacramento	378
Chapman University	390
Golden Gate University	415
National University	445
University of California, Davis	517
University of California, Davis-University Extension	521
 Tapers	
Painters and Tapers, Local #487	457
 Teachers & Instructors, Vocational Education	
California State University, Sacramento	378
University of California, Davis	517
 Teachers, Elementary School	
California State University, Sacramento	378
University of California, Davis	517
 Teachers, Kindergarten	
California State University, Sacramento	378
University of California, Davis	517
 Teachers, Montessori	
Montessori Teacher College Sacramento	438
 Teachers, Preschool	
49er Regional Occupational Programs	351
American River College	354
Central Sierra Regional Occupational Programs	387
College for Early Childhood Educators, The	392
Cosumnes River College	395
Cosumnes River College-El Dorado Center	402
Sacramento City College	469
Sierra College	495
Sierra College-Nevada County Campus	501
Yuba College--Woodland Campus	533

Teachers, Secondary School	
California State University, Sacramento	378
Chapman University	390
Chapman University-Diamond Springs Learning Center	390
University of California, Davis	517
 Teachers, Special Education	
California State University, Sacramento	378
University of California, Davis	517
 Teachers, Waldorf	
Rudolf Steiner College	466
 Tellers	
49er Regional Occupational Programs	351
Cosumnes River College-El Dorado Center	402
Sacramento County Regional Occupational Programs	478
 Travel Agents	
American River College	354
Sacramento County Regional Occupational Programs	478
Travel & Tourism Institute	513
 Truck Drivers, Heavy & Tractor-Trailer	
Center for Employment Training	385
Truck Driving Academy	515
Western Truck School	528
 Truck Drivers, Light & Delivery	
Center for Employment Training	385
Truck Driving Academy	515
 Typists & Word Processing Operators	
49er Regional Occupational Programs	351
Business & Technology Training Institute	371
Central Sierra Regional Occupational Programs	387
Cosumnes River College	395
D-Q University	405
EBM Business Institute	407
Folsom-Cordova Adult Education	413
Goodwill Industries of Sacramento Valley	415

Typists & Word Processing Operators--continued

Grant Adult & Community Education	416
MTI Western Business College	439
New Directions Learning Center	447
Sacramento County Regional Occupational Programs	478
San Juan Adult Education-Career Training Institute	489
Vocational Evaluation Services	523
Yuba College--Woodland Campus	533

Upholsterers

San Juan Adult Education-Career Training Institute	489
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Veterinary Assistants

49er Regional Occupational Programs	351
Central Sierra Regional Occupational Programs	387
Pacific Pet Grooming Institute	455
Sacramento County Regional Occupational Programs	478

Video Production Occupations

49er Regional Occupational Programs	351
California State University, Sacramento	378
Central Sierra Regional Occupational Programs	387
Cosumnes River College	395
Sacramento County Regional Occupational Programs	478

Vocational & Educational Counselors

California State University, Sacramento	378
Chapman University	390
National University	445
University of California, Davis	517

Waiters & Waitresses

Sacramento County Regional Occupational Programs	478
Yolo County Regional Occupational Programs	530

Water Treatment Plant Operators

California State University, Sacramento	378
National Training Institute of California	444
University of California, Davis	517

Welders

American River College	354
Cal Trade Welding Schools	373
Central Sierra Regional Occupational Programs	387
Cosumnes River College	395
Field Ironworkers Apprentice Training Program	412
Nevada Union Adult Education	446
Placer School for Adults	461
Sacramento City College	469
Sacramento County Regional Occupational Programs	478
Wilrick Institute of Technology	528
Yolo County Regional Occupational Programs	530

X-Ray Technicians

see Diagnostic Radiologic Technologists